

ANALYST User Guide

Xerox Special Information Systems

Volume I



Release Notes

This section contains instructions for installing Analyst TM Version 3.0 of October 27, 1988 for Apple Computer, Inc. Macintosh IITM workstations, using ParcPlace Systems Smalltalk-80TM version 2.3, release 4, of October 18, 1988. This Analyst virtual image has been assigned serial number 1102788A3.0M2.3.

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Note: There is a bug in ParcPlace Systems Smalltalk-80TM versions of 2.3 from before release 4 of October 18, 1988. The bug will cause fatal Smalltalk system failures. If you do not have at least release 4, contact ParcPlace Systems or their distributor to request it. You may be able to use Analyst with an older release of 2.3 while waiting for the upgrade, but expect to have problems.

Release Files

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This release contains many files which are bundled and compressed for efficiency. They are split across seven double-density 3.5" floppy disks as follows:

Disk 1

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1. README - on-line instructions for installing Analyst.

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- AnalystUsers the file required for logging in to Analyst.
- 3. StuffIt 1.32 the utility used for unbundling large files from floppy disks (such as Analyst.sit and AnalystData.sit) and decompressing them.
- 4. StuffIt Doc documentation for using StuffIt.
- 5. AnalystSystem.sit contains the Analyst system files (on-line menu help, on-line user guide, Document System font mapping utility files).
- AnalystDemo.sit.seg2 second part of Analyst demonstration files.
 The first part is on disk 7.
- 7. Assistant/Humble Compatibility a folder containing update files for users who already have Assistant or HUMBLE. These files provide the proper instructions for filing those products into Analyst 3.0.

Disks 2-6

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- 8. Analyst3.sit the Analyst image and sources:
 - a. Analyst3.im the Analyst image
 - b. Analyst3.changes the ongoing changes file (SourceFiles at: 2) for the Analyst. This contains all the changes beyond those in Analyst3.sources.
 - c. Analyst3.sources all the changes (SourceFiles at: 3) from Parc Place Systems version 2.3 release 4 to make Analyst 3.0.
 - d. Analyst3.initialChanges a clean copy of (b) in case you want to restore the changes to their original clean state.
 - e. st80.sources the sources file from VI2.3 release 4 Smalltalk from ParcPlace Systems (SourceFiles at: 1).

Disk 7

 AnalystDemo.sit.seg1 - contains a demonstration Information Center with many sample items (including charts, forms, images, maps, outlines, spreadsheets, and reports). The second segment of this file is on Disk 1.

The material in this release presumes that the recipient also has the virtual machine (Smalltalk application) of ParcPlace Systems' version 2.3 release 4.

Installing Software

This section contains instructions for reading the Analyst release files from the floppies and installing them on your hard disk.

about Stufflt

A utility program called StuffIt is provided for unloading and decompressing the three large release files, Analyst3.sit, AnalystSystem.sit, and AnalystDemo.sit, from the floppies onto your hard disk. StuffIt is a program developed by Raymond Lau and is used with his permission by Xerox Special Information Systems to distribute Analyst.

install software

- Make sure that you have at least 13MB of free space on your hard disk.
- 2. Create a folder to hold the Analyst files.
- Copy (by dragging the icon) the file AnalystUsers into your Analyst folder.
- 4. Copy (by dragging the icon) the file AnalystSystem.sit into your Analyst folder.
- 5. Copy the StuffIt program from Disk 1 onto your hard disk, then run it by double clicking on it.
- 6. Now you need to reassemble the Analyst3.sit file which has been split across disks 2-6.
 - a. To reassemble split files, select "Join..." from the "Other" menu. A dialog box will prompt you to "Find first segment of file to join..." and you will be presented with a Standard File Box to find the segment.
 - b. Make sure Analyst Disk 2 is in the floppy drive. The name of the floppy disk should appear in the upper-right corner of the file box; if it doesn't, push the "Drive" button to cycle through the mounted disks until it does. If there is already a disk in the drive, push the "Eject" button to eject it and insert the correct disk. If the "Eject" button is dim, try pushing the "Drive" button until it darkens and becomes active.

When the name "Analyst Disk 2" appears, you should be able to see the file "Analyst3.sit.seg1" in the file list on the left side of the file box. Select this file by clicking on it, then push the "Open" button to choose it.

c. StuffIt will now ask where to save the reassembled file. A dialog box will prompt you to "Save joined file (Analyst3.sit) as..." and present you another Standard File Box to choose where to put the file. Push the "Drive" button until the name of your hard disk shows in the upper-right corner of the file box. The name of your Analyst folder should appear in the file list on the left of the

- window. Select the folder and push the "Save" button. This will open the folder and list the files inside it. Make sure the name that appears beneath "Save file as..." is okay (it should be "Analyst3.sit") and push the "Save" button. A dialog box will display "Processing segment 1... Analyst3.sit" for a few seconds.
- d. The disks should be active for a while, and then you will be prompted to "Please find segment 2 of: Analyst3.sit". Follow the instuctions in (b) above for Analyst Disk 3 to find the next segment. You will not be prompted where to save the file as in (c) again for this file.
- e. Continue finding segments when asked to. When StuffIt is done reassembling a file, it will clear the screen and let you choose another menu item.
- 7. Now you need to reassemble the AnalystDemo.sit file which has been split across disks 7 and 1.
 - f. Repeat steps 6a-6e for the file AnalystDemo.sit found on disks 7 and 1.
 - g. Select "Quit" from the "File" menu to exit to the Finder.
- 8. Now you should unstuff the Analyst3.sit, AnalystSystem.sit, and AnalystDemo.sit files. Analyst3.sit requires 7900K of disk space to unstuff. AnalystSystem.sit requires 900K. AnalystDemo.sit requires 1500K. If there isn't enough space on your hard disk to unstuff these files, you need to make more room. If necessary, you can unstuff one .sit file, then throw it away to make room for unstuffing the other. You can always reconstruct it from the floppy disks if necessary. If you already have st80.sources for ST80 V2.3 release 2, 3, or 4, you should be able to delete the copy delivered with Analyst they are supposed to be identical.
 - a. Start from the Finder.
 - b. Find the files you want to unstuff. The files should be in the Analyst folder.
 - c. Double-click on Analyst3.sit and then immediately press and hold the SHIFT key. This is a short-cut that tells StuffIt to unstuff all the files in this archive. When you see that StuffIt has Analyst3.sit open and is unstuffing the contents, you can release the SHIFT key.
 - d. When StuffIt is done unstuffing the contents, select "Quit" from the "File" menu and return to the Finder.
 - e. Repeat (c-d) for AnalystSystem.sit and AnalystDemo.sit.
- You may now throw the Analyst3.sit, AnalystSystem.sit, and AnalystDemo.sit files into the Trash. If you need them again, just reconstruct them from the floppies as described above.

There are now lots of files in your Analyst folder. If you are having problems finding the image file, select the "By Name" option in the

"View" menu. Analyst3.im should now be near the top of the folder. You can now run Analyst by double-clicking on its icon. At least two default login names and passwords are provided for use - user name 'system' with password 'system' and user name 'demo' with password 'demo'.

If you really don't want to unpack the AnalystDemo.sit file, it is still possible to run Analyst without doing so. You won't have any demonstration data or Information Centers, but you will be able to login and run Analyst.

If you don't have Assistant or HUMBLE, you can ignore the files in the Assistant/Humble Compatibility folder on Analyst Disk 1. If you received either of those products prior to delivery of Analyst 3.0, the files in this folder contain updated instructions and code files for filing them into this version of Analyst.

Notes about Analyst on the Macintosh II

This section contains information specific to using Analyst on a Macintosh II.

mouse buttons

Since the Macintosh only has one button on the mouse, the other two mouse buttons used in the Smalltalk-80 system can be accessed by using a key and button combination. The left (red) button is the single, default mouse button. The middle (yellow) button can be accessed with the OPTION+mouse button combination. The right (blue) button can be accessed with the COMMAND+mouse button combination.

memory requirements

Analyst requires at least 5 MB of memory. If you want to use Multifinder you will need even more memory.

screen size

Analyst was designed to be used on a large screen. It will work on a small screen, but you may find that some of the windows do not fit conveniently.

color monitors

Analyst will work fine on a color monitor even though it is itself a monochrome application. However, be aware that Smalltalk becomes much slower if more than 2 gray levels are specified.

screen middle button menu

The screen middle mouse button menu can be activated with either the left (red) button or the middle (yellow) button (OPTION+mouse button) while the cursor is in the background area of the screen.

window menu

The window menu can be activated either with the right (blue) button (COMMAND+mouse button) while the cursor is inside the window, or with the left (red) button (mouse button only) while the cursor is in the title tab of the window.

clipboard

Analyst's clipboard command bar has two Macintosh-specific functions: one to put the current Analyst clipboard contents in the Macintosh clipboard (scrap), and one to get the Macintosh clipboard (scrap) contents and put it on Analyst's clipboard. Only text can be transferred in this manner.

MacPaint files

MacPaint files can be read into an Analyst Sketch Editor by selecting the from MacPaint option in the QBox that comes up when Graphics Pad is selected in the system menu. A prompter will appear for you to fill in the MacPaint file name.

Any Analyst image (sketch) can be saved as a MacPaint file by holding down the left shift key while selecting save from the middle mouse button menu (OPTION+left shift+button) in the edit pane of the Sketch Editor

window. A prompter will appear for you to fill in the MacPaint file name. Note that the Analyst's version of the image file is not updated by this operation.

desk accessories

In addition to access via the apple menu at the top left of the screen, the menu of desk accessories can still be accessed from Analyst through the Smalltalk> Windows> Workspaces> os interface menu item on the Analyst middle mouse button screen menu.

PostScript printing

The sending of PostScript files from Analyst uses the ParcPlace Systems' provided SystemCall. The number of copies and printer name options on the Analyst's hardcopy QBox will have no effect -- you will always get one copy and the printer is whatever is specified by the Macintosh Chooser. Unless you are using MultiFinder, the primitive takes control during the actual sending of the file to the printer and you will have to wait for it to finish.

If you are using Apple System version 6.0 or above, you will probably find that a blank sheet of paper is printed after each print job. This is a result of the use of the Print Manager to send the file rather than a problem in the file.

Analyst Maintenance

This section contains information for maintaining your Analyst system. See the *System Administration* chapter of the Analyst User Guide for more information on managing Analyst and its data files.

user list

Analyst requires the user to login by specifying a user name and password. When Analyst is delivered to you, a default user list (in the file AnalystUsers) is provided. The default user list contains two default names: user system with password system and user demo with password demo. Logging in as user system gives the user access to the Smalltalk-80 programming environment and System Administrator options through the screen middle mouse button menu. Logging in as user demo hides the Smalltalk-80 programming environment and System Administrator options and allows the user to interact with Analyst only.

It is recommended that you add your users to the user list stored in the file AnalystUsers. This can be done by doing the following:

- 1. Log in as system.
- Select the System Control> edit user list command from the screen middle mouse button menu. This will bring up an edit window on the list of users.

- 3. Add or change user specifications as appropriate. To add a user, enter a new line of the form name\password\\20 or name\password\\20, where the t switch grants the user access to Smalltalk and System Administrator functions, and the f switch denies the user that access. Entries should be separated by a carriage return.
- 4. When you are finished editing the list, select accept from the middle mouse button menu. This will save the changes on the *AnalystUsers* file.

snapshots - changing Analyst

It should only be necessary to snapshot the Analyst if you have changed or added Smalltalk code because Information Centers, the data items within them, and user profile choices are all saved in separate files from the virtual image.

All snapshots of Analyst should be in a logged-out state, so that subsequently starting up the Analyst image will require an Analyst user name and password before allowing access. This also insures that all Analyst data structures are kept up to date.

To snapshot Analyst in a logged out state, do the following:

- Select the Log out command on the screen middle mouse button menu.
- 2. You will be asked a series of yes/no questions to confirm logging out. When asked Do you really want to quit the Analyst (tm)?, hold down the left shift key while selecting the answer.
- 3. A fill-in-the-blank will appear prompting you for the image name. Unless you wish to save it under a different name (for which you should be sure you have enough disk space) simply type a carriage return. When it has finished saving, it will go to the idle state. You may then either login again or select bailout to quit the image.

need help?

In the event that there are problems, or to report bugs, write to or call:

Smalltalk-80 Support Vista Laboratory Xerox Special Information Systems P.O. Box 5608 Pasadena, CA 91107

Vista Software Products (818) 351-2351

Changes from Analyst 2.1 to 3.0

The largest difference between Analyst version 2.1 and version 3.0 is the removal of the Preview tool and World Atlas, and the addition of the Document System. Other tools have had enhancements made and bugs fixed. One of the most frequent bugs fixed was failure to close a FileStream - something which eventually resulted in a 'too many files open' error on Analyst versions on ParcPlace Systems platforms.

All the documentation has at least been updated and reformatted. Major new sections were written for the Document System and System Administration. The Spreadsheet documentation was heavily reworked.

Analyst version 2.1.1 of late January 1988 is the previous release of Analyst for the Sun 2/3, Macintosh, and Xerox 6085/1186 and 8010/1108/1109 workstations. Analyst version 2.1.3 was released on the Apollo workstation in early July 1988. Analyst version 2.1.4 was released for the Tektronix 4310 series workstations in early August 1988. Versions 2.1.3 and 2.1.4 included all the enhancements and bug fixes made up to their respective time of release, so they have fewer differences from 3.0.

The following section contains descriptions of the more significant changes, both enhancements and bug fixes.

Databases

The **make report** function now outputs to a Document instead of a Preview. It was also changed to use the system font instead of always fixed width 10.

A **clear record** button, which will clear the contents of the fields in the form, was added to database spawned forms.

A multi field sort option was added which allows the user to sort on several fields, each in ascending or descending order.

Changed to create and leave a backup file as a result of change field length, add new field, rename field, delete field, and compress. Added undo in fields pane, which allows the user to undo the result of one of those actions. Undo will switch the currently displayed database file with its backup (if any exists). This means two undos in a row will switch to displaying the backup and then return back to the newer file.

Changed so that if a user has changed something in the display of a record but not either added or overwritten the record, they will have to confirm forgetting the changes before selecting another record, closing the database or doing anything else (there are lots of elses) that will cause the display of the record to go away.

Added utilities> print hit list which creates a hardcopy of the records contained in the hit list in a dump format.

Changed adding new field to allow the user to give a default value for the new field (always filled with spaces before).

Bug Fixes

FixedFileStream>>field:fitting: no longer queries against deleted records and will correctly query against Date and Time fields.

Bug in deleteField caused the file to be scrambled when any field other than the last one in the list was deleted.

Fixed so it won't blow up trying to display the classification of a database record when it is changed by pasting classified text into the record text pane.

Substantial changes to FixedFileStream code to both speed it up and get rid of the infamous "change file length" bug which would strike unpredictably, causing the database file to be scrambled in strange ways.

Fixed blowup in chartDatabase which would occur when an empty string was returned from the value field in the QBox (happened if clicked in value field without selecting anything).

Idle changed so that if something tries to send a message which is only implemented in DisplayScreen, to Display, while in Idle, it won't blow up. This was occurring with Database make report displaying the window outline for opening the window while in Idle.

Internal changes

Changed the way in which temporary file names are created by Databases and FixedFileStream (adding, deleting, changing length, renaming fields, converting classification, and compressing) for greater chance of survival when more than one processor running Analyst is accessing the same data directory concurrently.

Forms

Code elements added. See User Guide for details.

Changed the editing of Forms to use copy/cut/paste of elements through the clipboard (this means they can now be taken from one form to another). Adds four menu items under align> to allow the user to more easily line elements up with one another.

Changed label elements to have no border as the default.

Changed to open to a default size large enough for all the elements (except small enough to fit on the screen), instead of opening to the minimum size - although the user can choose to frame it smaller.

Added a border element type to Forms. This element is transparent so that a border can be put around a bunch of other elements. It is not selectable except in editing mode. In editing mode, selecting within it, but outside any other element will select it.

Added the capability to select the name of an element from a scroll menu to edit it. If **edit** is selected when no element is selected, the menu will appear.

Bug Fixes

Fixed bug that caused closing of a totally empty Form (no elements) to blow up.

Fixed printing of Forms labels which are centered or right justified and have more than one line of text, where the line end was specified explicitly with a carriage return.

Fixed problem with creating a new or duplicating a Forms element, the default name provided was not necessarily a new name so a user using it would get told to use a different name and have to start over creating or duplicating the element.

Fixed a bug in Forms that resulted in all Forms having the internal name New Form' unless a user explicitly edited and renamed it. Now it will get the label given it on creation. However, the name will not be changed by rename of the item, and it also still will not be changed on template copies. The use of this internal name in the closing down message 'blah has not been saved...' is confusing when it does not match the label of the item, but has not been fixed.

Information Centers

Made double click opening of Information Center items work even when an item is already selected.

Added maintenance> toggle template to Information Center folders to allow designating data times as "templates". When a template item is opened, a duplicate is actually made and opened. If the user saves that duplicate, they will be required to file it away into an Information Center. If the user never saves it, it will be destroyed when the window is closed. Because Databases have no save function, it simply warns the user on close, and when no is selected, presents the QBox for filing away.

Added ability to create Package data items (via left-shift selection of backup selection).

Added middle button usage to the Information Centers access list. If an InfoCenter element is selected with the middle mouse button (except on 'Scavenge' or 'Make new center') it will bring up a menu of the items in the Information Center (just like the direct button used on the top level Information Center folder, except this also includes in box and trash).

Changed the structure tree display of Information Centers.

Drawing is speeded up considerably on ParcPlace Systems platforms (by using a 1-bit black Form instead of nil, which is traditionally faster but fails their line drawing primitive; by clipping the vectors in Smalltalk before giving them to the primitive, which will fail anyway if a vector needs to be clipped; and also by blanking the cursor during any non-primitive line drawing).

In addition, the menu was rearranged and extra functionality was added. The changes include:

double click on item will also open it

copy, cut, and paste of items

add and remove connection are changed to add and remove link

two additional kinds of move - now can also move an item and all it's successors, or all items within a rectangle specified by the user additional formatting capability is added with six types of alignment specifications for boxes (bottom, top, center, left, right, along a line)

a menu selection that will bring up the connections menu from an item

Changes made so that backup selection, send selection, fetch new files, and fetch copy selection can be used on non-Xerox machines.

Removed the message pane from the top of Information Center folders because is has had a tendency to confuse users too much. The message methods are left in for later redirection to something else.

Ceased to use the mouse cursor in Information Center folders because it was also found to be confusing.

The create> menu is changed to remove map/database links, to move folder to the top, to add a line before info center from selection and to alphabetize the options in between.

More changes made to the structure tree window:

Menu help was added to the menu.

A new form pane was added at the top for the manipulation of links. It contains two choice elements. The first displays the mode of the window and has choices of **select**, **add**, and **remove**. The second is a list of all the link types defined for the displayed Information Center. (See the User Guide for details.)

A new menu item called filter links is added under utilities>. This allows the user to create the structure tree with many or all different link types and then selectively look at subsets of those.

Changed the naming of folder labels to not put 'Folder' on the end (in the process fixing a couple of bugs), and not to put the apostrophe s on the end of the info center name anymore. Also, changed 'TRASH' to 'Trash'.

Bug Fixes

Was a problem with Information Center names with a period in them.

Fixed makeNewCenter so it won't blow up if attempt to use an already existing name.

Opening of an InformationCenter was changed so that it will not create an empty file (that will cause a subsequent blow up) if no file exists.

Changed rename keyword to not put an improper keyword link from the keyword folder to the keyword.

Changed dump selection to check whether a folder is on the screen.

Fixed the direct button to not blow up if it is selected in an empty folder.

Fixed the sort button to not leave the cursor wrong if the folder is empty.

Map Editor

Enhancements which allow MapEditor to read latitude and longitude from a database in which the lat and lon fields are strings containing the degrees, minutes, seconds with N, S, E, or W. This also will handle adding a point from the map to such a database, and gives the user a choice of which format to use when making a new map database using the MapEditor's database make new database option.

Changed to allow use of up to 2 icon symbols in the Icon field of a map database. They will be displayed one above the other.

Bug Fixes

Change to MapEditor's makeNewDatabase to prevent making of a database from a map which is not filed in an Information Center (such as new zoom maps). This had resulted in creation of bad link pointers in the Information Center.

Temporary file names used by zooming and redraw made more unique to reduce chances of problems when more than one processor is using the same data files concurrently.

Changes to make sure database files get closed properly. Sometimes they were left open, eventually resulting in 'too many open files' error on Analyst versions on ParcPlace platforms.

Outlines

Changed produce text item and produce structure text to produce document and produce structure document, options which allow output to either a Simple Text or a Document.

Changed hardcopy from allowing output to a Preview to output to a Document.

Preview

Removed from the system. Preview data items may still be recovered in the Scavenge Center and live in Information Centers, but they can no longer be created. When a Preview is opened, it will be converted into a temporary Document. The original Preview will not be changed. The new Document will contain the text and any pictures from the Preview, but the formatting will have been lost. The Document is only temporary in that you must save it if you want to keep it. This will bring up a File it away QBox the first time.

Printing

Changed opening of BackgroundPrinter window to do a "safe" open, which means that if it opens on top of a window, that window won't get it stuck in its saved bitmap on Analyst versions built on Parc Place Systems' platforms.

Changed Background Printing on Sun to try to use the printer named in the hardcopy QBox. If the name is "unknown", it will then send to the default printer, just as it always has. This will allow for more than one printer to be connected and used on the network (cluster) a machine knows about.

Changed BackgroundPrinter to support application providing default starting page number and links between elements. Also adds links to 'later' choice in BackgroundPrinter defaults.

Bug Fixes

Change in BasicPostScriptMedium to fix the case of a tab imbedded in the text of a line being processed by the default composition code.

Fixed bug in Postscript printing where use of more than some number of fonts in a particular document would cause a Postscript dictionary to overflow and nothing at all to come out of the printer.

Changed BackgroundPrinter to include an additional parameter to the printing handler - whether or not to delete the file once it has been sent to the printer (ie. whether it is a temporary file). This duty has now been removed from BackgroundPrinter itself. This fixes the problem that had been occurring on the Sun with a larger temporary print file being deleted before lpr had finished copying it to the spooling directory.

Simple Text

Changed **find/replace** and **again** to allow the user to abort repeated replacements by holding down the middle mouse button and selecting **abort** from the resulting menu. It also now shows the wait cursor while doing repeated find/replaces.

Direct/Preview option is removed from hardcopy. All Simple Text printing is now direct.

Sketch Editor

Gridding changed to originate with the origin of the edit pane instead of the screen origin. This means that a window can now be moved or closed and reopened and the same grid spacing will result in the grid being in the same locations on the image as before. Also made all the activities properly follow any gridding and the brush framing operation pay attention to gridding. Rectangle and circle brush creation operations no longer try to follow gridding. The offset on the brush is removed, resulting in consistent behavior wrt. gridding. (This does, however, make it impossible to move the brush partially off-the top or left of the edit pane).

Added to the alter> option of the brush menu:

trace (trace the edges of any image)

shadow (makes a nice shadowing effect)

bold (just like fonts)

trim and untrim (opaque/normal form conversion).

Improved the surround brush capability (makes the result an opaqueForm).

Added new activities to the activity menu:

arrow works like a line, but an arrow head is drawn at the endpoint

sketch is similar to 'draw' except it "does what everyone expects draw to do". Instead of just putting the brush down as the machine notices that the mouse button is pressed, it draws a line with the brush from the previously noted position.

air brush causes the area covered by the brush to gradually be filled with the currently set color when the mouse button is pressed - thus the longer the button is pressed, the greater the fill. It should be used with mode set to under or reverse, it doesn't do well with over.

Removed the **symbol>** menu from the Image Editor brush menu, moving all the symbols into the **icon>** menu.

Bug Fixes

Fix to controlActivity of BitEditor (what you get if you magnify) to prevent blow up resulting from moving the cursor above the bit editing window when first opening it.

Fix to image, chart, and map editor's warning that have not saved when didn't change anything.

Spreadsheets

Spreadsheet support added for creation of StackedBarChart, StackedLineChart and ClusteredBarChart. Changed the examples to conform to the new protocol.

Changed to allow pasting of the contents of the cells of a Spreadsheet into any text window in Analyst (except any code windows that don't use ParagraphEditor paste).

Added display formatting to spreadsheet cells, so the user may now specify whether the contents of a cell should be displayed and printed left justified as they always have, centered, right justified, as a dollar amount, as a percentage, not at all (blank), the rule rather than the value, the type of cell (rule, value, label) rather than the value, a string rather than a graphic (ie. BarChart instead of displaying the Chart), or a graphic rather than a string.

Changed so that if a cell contains an Information Center item, double clicking the left mouse button on the cell will open the item. Double clicking on any other cell will force an update (as if the user selected the cell and selected update from the menu). This is especially useful for cells which initiate user queries.

Selecting a block of cells (and scrolling if needed) will now work moving up and/or to the left as well as to the right and/or down.

Added ability to change the size of multiple rows or columns at one time. The user selects at least one cell in the row(s) or column(s) to be changed and then selects the menu item. It asks for the new size in pixels, giving the size of the first cell selected as the default.

Added an object named Instructions which provides a string value which is displayed in a notifier when the cell it is in is updated or double clicked on.

Changes the Spreadsheet menu to a TreeMenu including all the previous options plus the new options and menu help messages.

Changed the default rule mode to 'relative' instead of 'absolute'.

Added a quick way to enter simple rules without having to switch to rule mode and select accept. While in value mode, if the first character is an equal sign, it will remove the equal sign and attempt to evaluate the contents as a rule. If it can not be evaluated as a rule, it will take it as a value.

Changed hardcopy to include the question of whether to print only the selected cells on the initial spreadsheet printing option QBox, if one or more cells are selected.

Added fonting to the cell contents of a Spreadsheet.

Added min and max methods to Stats for use on Matrices in Spreadsheets.

Changed to allow user option of specifying xcell and/or ycell as columnNumber and/or rowNumber, which seem to be more intuitive names.

New spreadsheet support class GanttBar added and changes to Interval and Number to support it.

Bug Fixes

Changed SpreadsheetHolder>>release so that only cells which are actually referenced by another open Spreadsheet will be copied into the SpreadsheetDictionary. The bug resulted in taking extra time to copy cells unnecessarily, and the oop and memory resources required for the copies were not released.

Several fixes to code for reading and writing Spreadsheet rules and Spreadsheet contents. Also changed to allow writing and reading of rules on ParcPlace version 2.3.

Fix to copying of a cell on one spreadsheet and pasting it into a cell on another spreadsheet.

Fixed Matrix>>+ and Matrix>>-. They previously plussed or minused themself instead of the argument.

Fixed a bug in adding columns and adding rows that resulted in dependencies being messed up in all cells below or to the right of the added row(s) or column(s). Also prevents blow up if user tells it to add the row(s) or column(s) beyond the current last row or column.

Fixed clearing of spreadsheet cells. It had been messing up the dependencies.

Fix for the selection highlight getting messed up in the rule/value entry pane of spreadsheets.

Fixed the printing of spreadsheet axes labels so they don't come out really wierd or not at all when the user has something other than serif 10 as the system font.

Internal changes

Sped up of display of cells. (Done through addition of new test method 'canDisplay' to Object, DisplayObject, and Chart which returns whether the object will respond to the message displayOn:at:clippingBox:rule:mask:. This test is much faster than using isKindOf: and more general).

System Administrator/Programmer interfaces

Added hardcopy to menus of File List and code windows in versions on top of ParcPlace Systems' Smalltalk.

Changed **put**, **get**, and **get contents** in File List on Sun to ask the user to designate whether to switch the carriage returns with linefeeds or not. This allows Analyst files to be edited directly by someone knowledgeable. Selecting yes in both cases results in the previous behavior (the switch is done).

Changes/additions made to DataControl for packing/unpacking of Package data items.

Addition of timedBooboo: to class User. Shows user a booboo for a given amount of time, then goes away (no mouse clicking). Useful for booboo's coming out of non-user scheduling level processes.

Change to SystemDictionary>>install on Mac to not reopen the changes file (no reason to, and it was messing up the ability to run without sources/changes).

ParcPlace platform specific change to allow saving of image to name other than 'snapshot' when have no SourceFiles attached.

Addition of **remove old** operation to ChangeListController, which will mark all the older duplicate items for removal.

Added a new subclass of DataControl (called DataControlMSDOS) to be used as the DataMaster on machines that need or wish to use truly stupid file names (all uppercase, max 8 chars, period, max 3 chars). It also contains utility methods for converting system, user, and info centers from one naming convention to the other. Changes made throughout Analyst to make everything go to DataMaster to get filenames and suffixes.

Creation of file names changed to keep them less than 31 characters (except Apollo more restrictive). Analyst needs as File Name to create file names without strange characters (although they may be legal, they are still usually a pain to reference) and of reasonable length. Any directory name that is included in a File Name is assumed to be legal. Any truncation

of the file name will be attempted prior to the last period in aFileName so as to preserve suffixes.

Changed logout save to take effect on left-shift down whether the user selects yes or no. This allows greater safety to those who may forget or not get the real shift key.

Renamed all the StrikeFonts previously named 'TimesRoman' to 'Times' and all the StrikeFonts named 'Helvetica' to 'Modern'.

System Interface

Added User Profile> menu display> startup position to allow starting up menus horizontally adjacent to the left of the cursor, rather than horizontally centered with the cursor.

Fix to PopUpMenu so that the correct item will be selected by default (ie. the last thing selected the last time the menu was up) even when the menu's display had to be moved to fit on the screen.

Changes Time Zone clocks so that the statement that the offset is from Greenwich Mean Time is correct. An optional specification is added in the clock list - for each clock, start and stop days for daylight savings time can be specified. If no such dates are specified it will make no attempt to follow a daylight savings time schedule.

Changes made so that User Profile> backup user, restore user, and file server name can be used on non-Xerox machines.

Added UserProfile> menu display> menu font> which allows the user to set the font used in the majority of menus (those not created in special other ways). It works by clearing the cache and setting the font in all non-form menus so that when they are rescanned they are created with the new font.

Queriers changed to have a scroll bar, to be tall enough for two lines, and when text is added below the currently visable text, to scroll so the added text is visable.

Third button screen menu option restore display changed to refresh display.

Bug Fixes

Fixed bug in TreeMenu>>rescan that was resulting in menus not being recached (thus their memory was never refreed). Additional changes to TreeMenu>>font:, rescan, initSelection, addChildMarks, lables:font:lines: to work with each other more effeciently and effectively.

Changed ParagraphEditor>>cut to not put passwords on the clipboard.

Reproduction of the second of

Changes on Mac from 2.1.1 to 3.0

ABFormController - remove

ActionMenu - reorganize

ActionMenu class fastReadFrom:asRef:mapper: - add

ActionMenu fastStoreOn: - add

AdjacencyMatrix - comment

AdjacencyMatrix allSuccessorsOf: - add

AdjacencyMatrix removeNode: - add

AnalystHardcopyUtility - comment

AnalystHardcopyUtility newPageLandscape:inRect: change

AnalystHardcopyUtility textStyle - add

AnnotationModel - comment

AnnotationModel changeRequest - change

AnnotationModel class hardcopyDirect - remove

AnnotationModel class hardcopyWithSuitcase: - change

AnnotationModel class openTextWorkspace - change

AnnotationModel isUnlocked - add

AnnotationModel setFileStream:withSuitcase: - change

AnnotationModel tidyText:theSwapDict: - change

AsyncSerialPort installReceiveProcess - change

AsyncSerialPort sendBreak - change

Auditor - comment

Auditor class - comment

Auditor class hardcopy - change

Auditor class initialize - change

AutoBook - remove

AutoBook class suffixFor: - change

AutoBookListController - remove

AutoBookListView - remove

AutoBookStandardSystemController - remove

AutoBookTextController - remove

AutoBookTextView - remove

BackgroundController - comment

BackgroundController openBackgroundView - change

BackgroundPrinter askQuestions: - change

BackgroundPrinter class outputMedium: - change

BackgroundPrinter class

sendPrintFile:toPrinter:numOfCopies:sendMsgsTo: - remove

BackgroundPrinter class

sendPrintFile:toPrinter:numOfCopies:sendMsgsTo:removeAfter: - add

BackgroundPrinter heresYourChance - change

BackgroundPrinter standardDBoxBasicDefault:types:labels:

remove

BackgroundPrinter

standardDBoxBasicDefault:types:labels:links: - add

BasicInterpressMedium - change

BasicInterpressMedium > - add

BasicInterpressMedium class initialize - change

BasicInterpressMedium close - change

BasicInterpressMedium displayFilledPolygon: - change

BasicInterpressMedium displayForm:magnifiedBy: - remove

BasicInterpressMedium

displayRasterFrom:skipNBytes:extent:padding:offset:magnifiedBy: - add

BasicInterpressMedium displayRectangleWithExtent: - change

BasicInterpressMedium displayString:from:to:loweredBy: - change

BasicInterpressMedium displayVectors:thickness: - change

BasicInterpressMedium dotsPerInch: - add

BasicInterpressMedium initialize - change

BasicInterpressMedium intern: - change

BasicInterpressMedium moveBy: - change

BasicInterpressMedium moveTo: - change

BasicInterpressMedium newPageLandscape: - change

BasicInterpressMedium number: - change

BasicInterpressMedium

oldDisplayRESFormFromStream:magnifiedBy: - add

BasicInterpressMedium

startJustificationSpaceCount:desiredWidth:estimatedPad

ding:totalSpaceWidth: - change

BasicInterpressMedium stopUnderline - change

BasicPostScriptMedium - change

BasicPostScriptMedium class initialize - change

BasicPostScriptMedium

displayRasterFrom:skipNBytes:extent:padding:offset:magnifiedBy: - add

BasicPostScriptMedium displayString:from:to:loweredBy: - change

BasicPostScriptMedium displayVectors:thickness: - change

BasicPostScriptMedium initialize - change

BasicPostScriptMedium

realDisplayHexString:from:to:loweredBy: - add

BasicPostScriptMedium

realDisplayString:from:to:loweredBy: - add

BasicPostScriptMedium

startJustificationSpaceCount:desiredWidth:estimatedPad ding:totalSpaceWidth: - change

BasicPostScriptMedium

startUnderlineLoweredBy:thickness: - change

BasicPostScriptMedium useFontNamed:pointSize: - change

BasicPostScriptMedium writeHeader - change

BitBlt drawLoopX:Y: - change

BitEditor controlActivity - change

BlockContext class fastReadFrom:asRef:mapper: - add

BlockContext fastStoreOn: - add

BorderElement - add

BoxView - comment

BoxView reverse:inRectangle: - add

Browser textMenu - change

CellStringHolderController - comment

CellStringHolderController accept - change

CellStringHolderController rollingAccept - change

ChangeList removeOld - add

ChangeListController class initialize - change

ChangeListController removeOld - add

ChangeSet classChanges - add

ChangeSet methodChanges - add

Chart - comment

Chart can Display - add

ChartEditor - comment

ChartEditor class initialize - change

ChartEditor makeNew - change

ChartEditor paste - change

ChartEditor putMap - change

Classification - comment

Classification senderString - add

ClassificationController - comment

ClassificationController class initialize - change

ClassificationController writeOut - change

ClassificationScheme - comment

ClassificationScheme class classificationFileName - change

ClassifiedFixedFileStream - comment

ClassifiedFixedFileStream class example2 - change

ClassifiedFixedFileStream classificationFromThisRecord - change

ClassifiedFixedFileStream classifyInto: - change

ClassifiedFixedFileStream classifyRecord:with: - change

ClassifiedFixedFileStream compress - change

ClassifiedFixedFileStream constructRecordFrom: - change

ClassifiedFixedFileStream convertInto: - change

ClassifiedFixedFileStream field:inRecord:put: - add

ClassifiedFixedFileStream grabFieldData - change

ClassifiedFixedFileStream printRecordOn: - add

ClassifiedFixedFileStream readFieldData - change

ClassifiedFixedFileStream replaceRecord:with: - remove

ClassifiedFixedFileStream

- update Aggregate Classification With: - add

ClassifiedStringHolderController paste - change

ClassOrganizer elements - change

ClipBuffer class openCommandBar - change

ClipBuffer copyFromScrap - change

ClipBuffer copyToScrap - change

ClockView class initialize - change

ClockView class timeZonePopUpFromConfigFile - change

ClockView displayTimeString - change

ClusteredBarChart - comment

ClusteredBarChart class example - change

CompiledMethod class fastReadFrom:asRef:mapper: - add

CompiledMethod fastStoreOn: - add

ComposeSystemController - comment

ComposeSystemController closeDependentViews - change

ComposeTextController annotateCreate - change

ComposeTextController annotateDisplay - change

ComposeTextController class

previewText:annoDict:withStartSuitcase:portrait: - remove

ComposeTextController class

writeParaText:inStream:usingAnnoDict: - change

ComposeTextController file:updateSuitcase: - change

ComposeTextController hardcopyText - change

ComposeTextController paste - change

ComposeTextController put - change

ConfigFile - comment

ConfigFile class currentUserConfig - change

ConfigFile class userConfigFor: - change

ConfigFile convertFromOldConfigStyle - change

ConfigFileModel - comment

ConfigFileModel class currentUserFileName - change

ConfigFileModel class getConfigSection:forUser: - change

ConfigFileModel class sectionsOnFileNamed: - change

ConnectedBoxController - reorganize

ConnectedBoxController alignLeft - change

ConnectedBoxController alter:using: - change

ConnectedBoxController boxMove - change

ConnectedBoxController moveRectangle - change

ConnectedBoxController moveSuccessors - change

ConnectedBoxController unhighlightSelectionBox - add

ConnectedBoxView - comment

ConnectedBoxView constrainLineFrom:to:within: - add

ConnectedBoxView drawConnectionFrom:to: - change

ConnectedBoxView drawConnectionsOn: - change

ConnectedBoxView drawLineFrom:to:withBlt:flag: - change

ConnectedBoxView drawVectorFrom:to:withBlt:flag: - change

ConnectedBoxView eraseConnectionFrom:to: - change

ConnectedBoxView eraseConnectionsOn: - change

ConnectedBoxView reverseConnectionsOn: - add

ConnectedBoxView xFor:alongLineFrom:to: - add

ConnectedBoxView yFor:alongLineFrom:to: - add

ContainerListController class initializeAddSubmenu - change

■ ContainerListController class

initializeMaintenanceSubmenu - change

ContainerListController class initializeScavengerMenu - change

ContainerListController controlInitialize - change

ContainerListController redButtonActivity - change

ContainerListView getListAndDisplayView - change

ContainerModel - change

ContainerModel bashLocalFromBackedCenter:xde: - change

ContainerModel bashLocalFromBackup - change

ContainerModel bashMoreLocalFromBackedCenter:xde: - change

ContainerModel checkOverwrite: - change

ContainerModel class

openThisFolder:inCenter:searchString: - change

ContainerModel destroyCenter - change

ContainerModel destroySelection - change

ContainerModel destroyTrashSelection - change

ContainerModel dumpSelection: - change

ContainerModel duplicateSelection - change

ContainerModel findTheFolder: - add

ContainerModel findTheOneLabeled: - remove

ContainerModel getFilesFromServer - change

ContainerModel getSelectionFromServer - change

ContainerModel killThisItem: - change

ContainerModel listIndex: - change

ContainerModel lockSelection - remove

ContainerModel makeInToAFolder - change

ContainerModel open:tabLabel:indexCollection: - change

ContainerModel openMenu: - remove

ContainerModel putInTheCopyBuffer - change

ContainerModel refileSelection - change

ContainerModel release - change

ContainerModel renameInfoCenter - change

ContainerModel renameKeyword - change

ContainerModel scavengeThese - change

ContainerModel scavengeThese: - change

ContainerModel

scheduleTheFolder:usingMenu:width:helpMessage: - change

ContainerModel selectFromOpenMenu - change

ContainerModel show: - add

ContainerModel showFileNames - change

ContainerModel showInBox - change

ContainerModel showKeyWordList - change

ContainerModel showTrash - change

ContainerModel sort - change

ContainerModel template - add

ContainerModel toggleLockSelection - add

ContainerModel unlockSelection - remove

ContainerModel userAccessMessage - change

ContainerModel userMessage: - change

ContainerModel viewSelection: - change

CreateController - comment

CreateController class initialize - change

DataBase - change

DataBase addNewField - change

DataBase backMeUpAndSwitchTo: - add

DataBase changeFieldLength - change

DataBase changeRequest - add

DataBase class openWithSuitcase: - change

DataBase classify: - remove

DataBase collectionFrom: - remove

DataBase deleteField - change

DataBase fieldDBox - change

DataBase getClassTablesFieldsText: - add

DataBase getDeletedRecords - change

DataBase initialize: - change

DataBase lock - change

DataBase locked - add

DataBase makeReportFor:portrait: - add

DataBase makeReportInPreviewFor:using: - remove

DataBase multiSortList - add

DataBase printHitList: - add

DataBase release - change

DataBase renameField - change

DataBase report:update: - remove

DataBase selectedReport - remove

DataBase showItsLocked - add

DataBase stripSpaces: - change

DataBase switchWithBackup - add

DataBase unLock - add

DatabaseFormsController - comment

DatabaseFormsController addDatabaseRecord - change

DatabaseFormsController clearRecord - add

DatabaseFormsController editDatabaseRecord - change

DatabaseFormsController getDatabaseRecord - change

DatabaseFormsModel class addExecuteButtonsTo: - change

DatabaseFormsModel class openOn:label:suitcase: - change

DatabaseFormsModel fillElementsDict - change

DataControl - comment

DataControl auditLog - add

DataControl autoBookSuffixFor: - add

DataControl backupFileNameFor: - add

DataControl centerSuffix - add

DataControl changeAssociation:in:to: - change

DataControl changesFileNameFor: - add

DataControl classificationFileName - add

DataControl createItemArray - change

DataControl createPkgFileFor: - change

DataControl createPkgFileForFiles:withLabel: - add

DataControl destroyTempFiles: - add

DataControl documentGetAssociatedFilesFor:extended: -

add

DataControl errorLogName - add

DataControl fileTypeString - change

DataControl findandReturnAllByEvaluating: - add

DataControl functionKeysFileNameFor: - add

DataControl

getBasicAssociatedFilesOfTypes:localDirectory: -

_ change

DataControl hardcopyItemInSuitcase: - change

DataControl helpFileNameFor: - add

DataControl idleImageFileName - add

DataControl makeDataItemFor: - change

DataControl moveToMainDirectory:overwrite: - change

DataControl networkInfoFileName - add

DataControl newFileName:suffix:on:specials: - add

DataControl scratchPadFileName - add

DataControl unpackPackageWithSuitcase: - add

DataControl unpackPkgFile:intoDir: - change

DataControl userConfigFileNameFor: - add

DataControl userGuideName - add

DataControl usersFileName - add

DataControl viewSelection:withSuitcase: - change

DataControlMSDOS - add

DataControlMSDOS fileTypeString - change

DataItem addBPointer: - change

DataItem addBPointer:type:certainty: - change

DataItem addFirstFPointer:ofType:certainty: - change

DataItem addFPointer: - change

DataItem addFPointer:type:certainty: - change

DataItem changeSelfWith: - change

DataItem class

locked:classification:modifiers:type:dataType:label:filen

ame:bPointers:fPointers:atIndex: - change

DataItem class:modifiers: - change

DataItem convertFrom: - change

DataItem displayString - change

DataItem filename: - change

DataItem insertFPointer:before: - change

 $DataItem\ insertFPointer: of Type: certainty: after: -change$

DataItem insertFPointer:ofType:certainty:before: - change

DataItem isTemplate - add

DataItem isUnlocked - change

DataItem label: - change

DataItem lockedByte - add

DataItem removeAllBPointers - change

DataItem removeAllFPointers - change

DataItem removeBPointer: - change

DataItem removeBPointer:type: - change

DataItem removeFPointer: - change

DataItem removeFPointer:type: - change

DataItem replaceFPointersWith: - change

DataItem template: - add

DataListController - comment

DataListController chartIt - change

DataListController class initialize - change

Date + - add

Date - - add

DBoxView - comment

DBoxView

addSelect:default:at:from:messageWidth:selectionWidth

:height:type: - change

DBoxView class initialize - change

DBStandardSystemController - remove

DBTextController - comment

DBTextController accept - change

DBTextController acceptAndAdd - change

DBTextController acceptClassification - remove

DBTextController cancel - change

DBTextController checkContents - change

DBTextController classify - change

DBTextController exclude - change

DBTextController newRecord - change

DBTextController paste - change

DBTextController replaceSelectionWith: - change

DBTextController require - change

DFieldListController addNewField - change

DFieldListController changeFieldLength - change

DFieldListController class initialize - change

DFieldListController deleteField - change

DFieldListController renameField - change

DFieldListController switchWithBackup - add

DHitListController chartDatabase - change

DHitListController class initialize - change

DHitListController clearList - change

DHitListController cloneDataBase - change

DHitListController compressData: - change

DHitListController compressDatabase - change

DHitListController deletedRecords - change

DHitListController deleteRecord - change

DHitListController invertList - change

DHitListController multiSortList - add

DHitListController openChart: - change

DHitListController printHitList - add

DHitListController redButtonActivity - add

DHitListController showAll - change

DHitListController sortList - change

DHitListController undeleteRecord - change

Dictionary class fastReadFrom:asRef: - remove

Dictionary class fastReadFrom:asRef:mapper: - add

DisplayInterpressFont - comment

DisplayInterpressFont unprintableCharacter - add

DisplayObject canDisplay - add

DisplayPostScriptFont - comment

DisplayPostScriptFont unprintableCharacter - add

DQueryListController - comment

DQueryListController class initialize - change

DQueryListController lastQuery - change

DQueryListController multiSortList - add

DQueryListController query - change

DQueryListController queryVsPresent - change

DReportListController - comment

DReportListController addReport - change

DReportListController class initialize - change

DReportListController multiSortList - add

DReportListController report - change

EvaluateElement - add

EvaluateElement scanAndReplaceNamesIn: - change

ExecuteElement - comment

ExecuteElement badValueBooboo - add

ExecuteElement buttonPressed:onWhile:do: - add

ExecuteElement codeOn: - change

ExecuteElement execute - add

ExecuteElement redButtonAt: - change

ExecuteElement yellowButtonAt: - change

FastFileClassMapper - add

FastPrinterDisplayScanner - remove

FastReadStream - comment

FastReadStream close - change

FastReadStream fileStream: - change

FastReadStream readObject - change

FastStoreStream - change

FastStoreStream fileStream: - change

FastStoreStream nextPutClassMapperFor:versionID: - add

FastTextDisplayScanner - comment

FastTextDisplayScanner setStopConditions - change

FieldStringView - comment

FieldStringView update: - change

FileDirectory checkAnalystFileName: - add

FileDirectory checkName:fixErrors: - change

FileDirectory class copy:to: - add

FileDirectory class copy:to:updateAlways: - add

FileDirectory class decomposeName: - change

FileDirectory class moveFile:to: - add

FileDirectory class removeKey:ifAbsent: - change

FileDirectory createDirectory: - add

FileDirectory makeNewFileName: withSuffix: - change

FileDirectory removeKey:ifAbsent: - change

FileDirectory renameKey:newName: - change

FileModel textMenu - change

FileStream asPressPrinter - remove

FirstABListController - remove

FirstABListView - remove

FixedFileStream - comment

FixedFileStream addRecord: - change

FixedFileStream allRecordNumbers - change

FixedFileStream allRecords - change

FixedFileStream appendFieldsFrom:startingAt:to: - add

FixedFileStream blankField: - remove

FixedFileStream blockCodeForMultiLevelSortUsing: - add

FixedFileStream class example - change

FixedFileStream class example2 - change

FixedFileStream compress - change

FixedFileStream constrain:toSize: - remove

FixedFileStream constructRecordFrom: - change

FixedFileStream correctValue:forFieldType: - add

FixedFileStream deleteRecord: - change

FixedFileStream evaluate:vs: - change

FixedFileStream field:andRecordNumbersFitting: - change

FixedFileStream field:andRecordNumbersFitting:from: -

change

FixedFileStream field:fitting: - change

FixedFileStream field:inRecord:put: -add

FixedFileStream field:vs:recordNumbers:fitting:sorted:from: - change

FixedFileStream fieldFrom:to:type: - change

FixedFileStream fieldFromThisRecord: - change

FixedFileStream isDeleted: - remove

FixedFileStream isLocked: - change

FixedFileStream isRecordDeleted - add

FixedFileStream isRecordDeleted: - add

FixedFileStream lockRecord: - change

FixedFileStream newRecord - add

FixedFileStream nextRecord - change

FixedFileStream positionToRecord: - add

FixedFileStream printFieldDefinitionsOn: - add

FixedFileStream printRecordOn: - add

FixedFileStream readFieldData - change

FixedFileStream record - change

FixedFileStream record: - change

FixedFileStream record:fields: - add

FixedFileStream record:put: - add

FixedFileStream replaceRecord:field:with: - remove

FixedFileStream replaceRecord:from: - change

FixedFileStream replaceRecord:with: - remove

FixedFileStream replaceRecordSelectively:from: - remove

FixedFileStream returnField: - change

FixedFileStream setToRecordBegin - remove

FixedFileStream skipRecord - add

FixedFileStream undeleteRecord: - change

FixedFileStream unlockRecord: - change

FixedFileStream update:from: - add

Float class fastReadFrom:asRef: - remove

Float class fastReadFrom:asRef:mapper: - add

FontCenter at:mapTo:ofMedium: - change

FontCenter collectFontSets - change

FontCenter defaultTextStyleEmphasisFor: - add

FontCenter emphasisForFontNamed: - add

FontCenter font:for: - change

FontCenter setFontMasterDefault - change

Form bold - add

Form collapseToOpaqueForm - add

Form copy:from:in:rule:mask: - add

Form shadow - add

Form traceEdges - add

FormsController - comment

FormsController class initialize - change

FormsEditController - comment

FormsEditController alignBottom - add

FormsEditController alignLeft - add

FormsEditController alignRight - add

FormsEditController alignTop - add

FormsEditController alter:using: - add

FormsEditController class initialize - change

FormsEditController copySelection - add

FormsEditController cut - add

FormsEditController deleteElement - remove

FormsEditController duplicate - remove

FormsEditController editAnElementOfType: - change

FormsEditController editElement - change

FormsEditController getElementsInRectangle - add

FormsEditController moveElement - remove

FormsEditController moveElement: - add

FormsEditController moveRectangle - add

FormsEditController paste - add

FormsEditController queryElement:ofType: - change

FormsEditController redisplay - change

FormsElement - comment

FormsElement border:on: - change

FormsElement display - add

FormsElement isTransparent - add

FormsElement printOn: - add

FormsFillController - comment

FormsFillController class initialize - change

FormsFillController paste - change

FormsModel

addControlPanel:labels:messages:targetController:boun

dingBox: - change

FormsModel changeRequest - change

FormsModel class fromSuitcase: - change

FormsModel newDefaultElementName - add

FormsModel printOn: - add

FormsModel reFileFrom: - add FormsModel save - change FormsStrikeFont - comment FormsStrikeFont with: - change

FormsView - comment

FormsView class openEditorOn: - change

FormsView class openOn:backgroundColor: - change FormsView class openOn:label:suitcase: - change

FormsView class openPanelOn:backgroundColor: - change

FormsView elementForPoint: - change

FormsView erase: - change FormsView reverse: - change

Fraction * - change Fraction sign - add

FunctionKeyEditor - comment

FunctionKeyEditor cutSection - change FunctionKeyEditor editAutoLogin - change

GanttBar - add GanttLabel - add

HardcopyMedium - change

HardcopyMedium class - reorganize HardcopyMedium class example - change

HardcopyMedium class fontManagerKey: - add

HardcopyMedium class initialize - change HardcopyMedium class new - change

HardcopyMedium displayFilledPolygon: - change

HardcopyMedium displayForm:magnifiedBy: - change

HardcopyMedium

displayFormBitsFromStream:extent:offset:magnifiedBy: - remove

- Hardcopy Medium

displayRasterDataFromStream:magnifiedBy: - remove

HardcopyMedium

displayRasterFrom:skipNBytes:extent:padding:offset:magnifiedBy: - add

HardcopyMedium

displayRESFormFromStream:magnifiedBy: - remove

HardcopyMedium displayString: - add HardcopyMedium initialize - change

HardcopyUtility - comment

HardcopyUtility

arcWithCenter:radius:beginAngle:endAngle: - add

HardcopyUtility borderFromRectangle: - add

HardcopyUtility class example - change

HardcopyUtility cr - change

HardcopyUtility displayBorderWithExtent:thickness: - remove

HardcopyUtility

displayRasterDataFromStream:magnifiedBy: - add

HardcopyUtility displayRESFormFromStream:magnifiedBy:
- add

HardcopyUtility

displayText:textStyle:startingCharacterIndex:inRectangleWithExtent: - change

HardcopyUtility

displayTextStartingAt:inRectangleWithExtent: - add

HardcopyUtility makeStopsFor: - change

HardcopyUtility text: - add

HeaderFileStream isTemplate - add

HeaderFileStream readHeader - change

HeaderFileStream removeHeader - change

HeaderFileStream template: - add

HeaderFileStream writeHeader - change

HeaderFileStream writeHeaderFor: - change

HeaderFileStream writeHeaderLabel:class:mods:dataType: - change

Helper - comment

Helper showHelpForIndex: - change

ICGStandardSystemController - comment

ICGStandardSystemController deSelect - change

 $ICGS tandard System Controller\ expand\ -\ change$

ICGStandardSystemController move - change

Idle class - comment

Idle class start - change

ImageEditor - change

ImageEditor activity: - change

ImageEditor airBrush - add

ImageEditor airBrushCopy - add

ImageEditor arrow - add

ImageEditor block - change

ImageEditor boldBrush - add

ImageEditor borderBrush - change

ImageEditor brush: - change

ImageEditor changeTool: - change

ImageEditor circleBrush - change

ImageEditor class activityMenu - change

ImageEditor class brushMenu - change

ImageEditor class initialize - change

ImageEditor class initializeAirBrushMasks - add

ImageEditor class initializeIconMenu - change

ImageEditor collapseBrush - add

ImageEditor copyBrush - change

ImageEditor cursorPoint - change

ImageEditor curve - change

ImageEditor dragForm - change

ImageEditor fieldThis - change

ImageEditor fileOutForm - change

ImageEditor grabArbitraryImage - change

imagendior gravArvidaryimage - chan

ImageEditor hardcopyBrush - change

ImageEditor horizontalReflection - change

ImageEditor invertBrush - change

imageEditor invertibrush - change

ImageEditor magnifyBrush - change

ImageEditor makeOpaqueFormNormal - add

ImageEditor newSourceForm - change

ImageEditor paste - change

ImageEditor pasteBrush - change

ImageEditor putMap - change

ImageEditor rectangle - change

ImageEditor rectangleBrush - change

ImageEditor rotate180 - change

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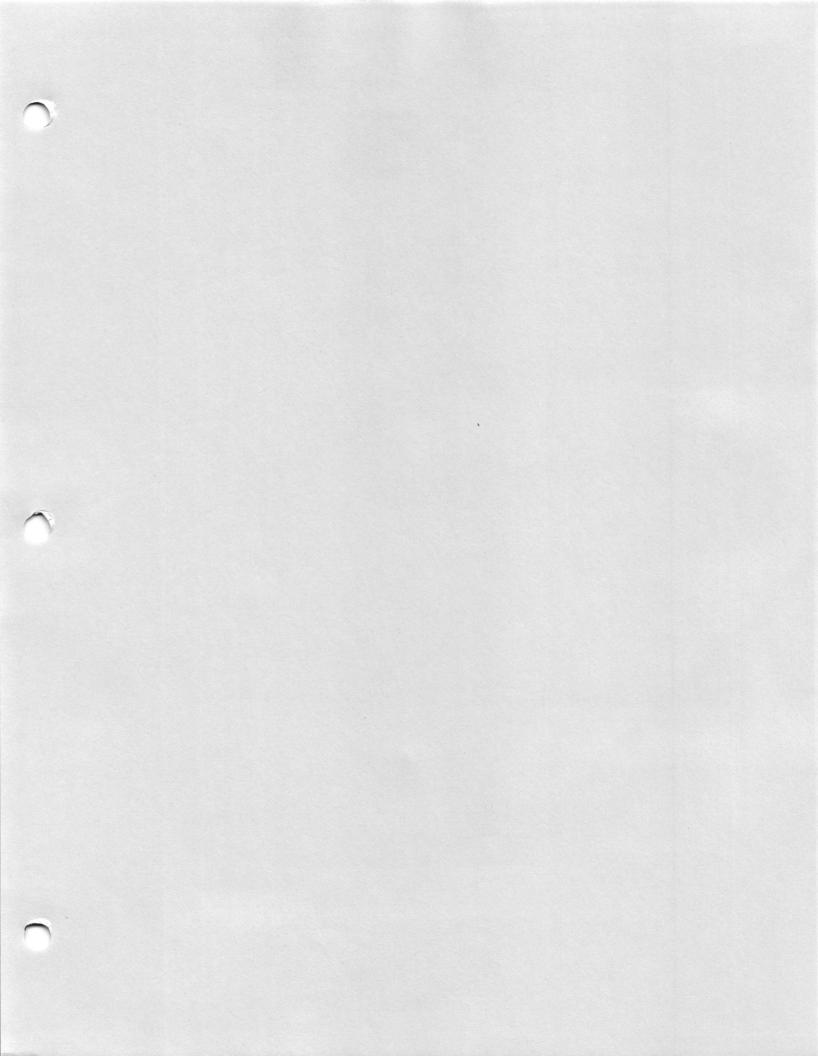
User - comment

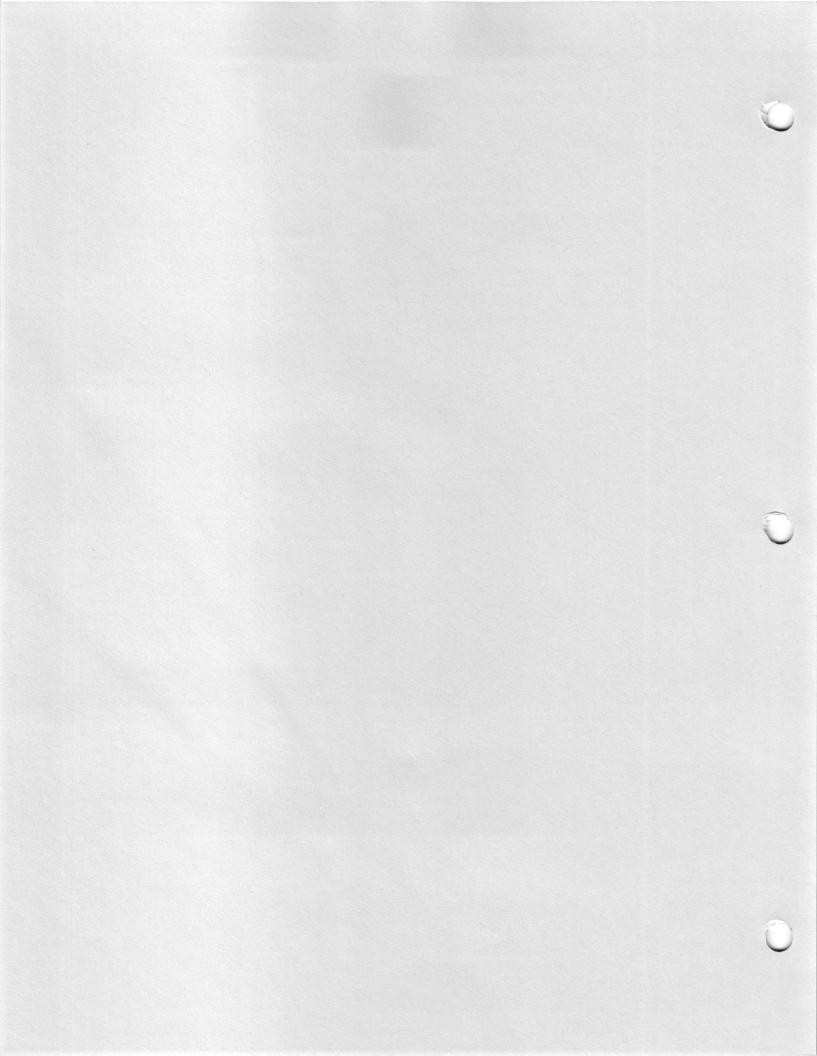
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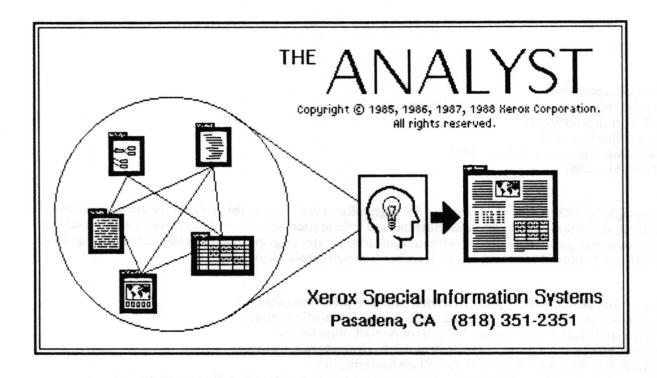




The ANALYST (tm) V3.0

User Guide

Volume 1



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Printed in U.S.A.

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The Analyst User Guide

Introduction

The Analyst workstation system is an integrated set of special application packages implemented in Smalltalk – 80. Professional analysts, programmers and casual users benefit from the flexible working environment that can be customized as needed. At the same time, The Analyst forms the foundation for the development of additional sophisticated integrated applications. The Analyst system was designed to meet the need for an intelligent, interactive, graphics – oriented tool for the real world of continually changing task requirements.

The Analyst addresses the management of information and the production of finished reports based on that information. A primary goal of The Analyst is to create a system readily accessible to the average user. Every feature in the system has been designed with an eye toward making it easy for the user. The Analyst provides a personal, integrated, and expandable environment employing a uniform graphical interface. At every step, the user is presented a list of alternate actions in pop—up menus and question boxes, eliminating the necessity of learning a command language. Uniformity of application interfaces allows the user direct access to each task without the additional chore of learning a multitude of different interfaces.

The Analyst organizes data in a method designed to be both intuitive and flexible. The system is easy and natural to use for anyone familiar with the operation of the standard office filing system, as its design and terminology are based on those very concepts. Just as the usual filing scheme in an office consists of a hierarchy of filing cabinets, drawers, and folders, the Analyst organizes large collections of data into Information Centers that are further organized into smaller collections called folders, which in turn contain items and other folders.

Window—based application packages currently integrated in the Analyst include the Information Center, Text Editing, Document Publishing, Maps and Images, Business Graphics, Spreadsheets, Outlines, Personal Databases, Printing, and Terminal Emulation. A complete and flexible system of security level designations is also included.

From your workstation, you can access, create, and examine many types of information, and manipulate them electronically. When your analysis is complete, you can generate comprehensive reports that contain spreadsheets, graphs, maps, and your own illustrations.

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Logging In

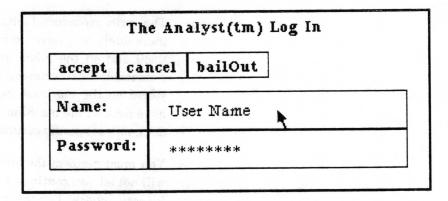
The first window you will encounter after you've left Idle is the LogIn window. This window is like a locked gate that you must unlock in order to get to the rest of the Analyst software, and all the files that you have created and stored.

The login procedure is designed to assure that only authorized individuals will have access to data stored on the workstation itself and on the other machines to which the workstation is connected. Furthermore, the procedure will personalize data stored on the machine, because more than one individual can have data on the machine without gaining access to each other's data, unless specific permission is granted.

You must perform the login procedure correctly or the machine will not let you continue any further. The information requested is cross—checked by the machine and its supporting machines, if connected.

Logging In

Prior to login the workstation will be in Idle with a Idle image drifting around the darkened screen. When you move the mouse or strike a key the LogIn window will appear. The cursor can not be moved from this window until you are successfully logged in.



Three outlined button choices control the LogIn window.

accept Select this when your user name and password have been typed in correctly. If you type a return after entering your password the accept will be the best thing for you.

cancel If you have typed in something incorrectly all your text will be eliminated and you can start over again.

bailOut Use this when you've changed your mind about logging in and want to quit completely from the work session or go back to Idle.

In the login procedure, type in your name (the first highlighted area), then press <return>. After the cursor jumps to the Password line, type your password. For password protection, every character in the password will appear as an asterisk (*). Now you may either select accept at the top of the LogIn window or press <return> again, which will automatically move the cursor up to accept.

You should next see an empty, light gray screen with a small white banner at the top that says

Copyright (c) 1985, 1986, 1987, 1988 Xerox Corporation, All rights reserved.

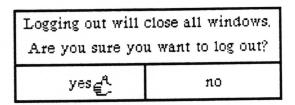
Welcome to The Analyst(tm)

However, if your name or password is incorrect, you will be unable to get to the Analyst software. A message to this effect will appear and you will have to try to log in again.

Logging Out

It's not necessary to log out if you leave your workstation for only a few minutes. However, if you leave for an extended period of time (more than half an hour) during the workday, you should log out first and put the software back into Idle Image. This is how it's done:

Select Log out from the system middle mouse button menu. A confirmer will appear that says "Logging out will close all windows. Are you sure you want to log out?" Select yes.



Another confirmer then appears that says "Do you really want to quit The Analyst?" Select no.

Do you really want to	quit The Analyst(tm)?
yes	€ no

After doing this, the Idle Image will re-appear on the screen. When you're ready to resume your work, press the space bar or click a mouse button to bring the LogIn window back.

If you select **yes** from this confirmer you will leave the Analyst and return to the workstation's operating system.

Logging out is the only way to quit a session with the Analyst that will ensure that all of the data items you have created, viewed and modified will be properly saved.

Glossary

accept The QBox command indicating that the user is satisfied with the settings and

entered values and wants the system to proceed.

bail out The QBox command indicating that the user wants to abort the current

action.

cancel The QBox command indicating that the user wants to reset the QBox values

to their default settings.

idle image The picture selected by the user to be displayed when the Analyst is in Idle.

login Enter the Analyst system for a session by providing you user ID and

password.

log out Quit a Analyst session.

password An access word known only to you and the system used to validate you as a

user and to protect your data from others.

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I idle image 2-3

L

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M

middle mouse button menu 3

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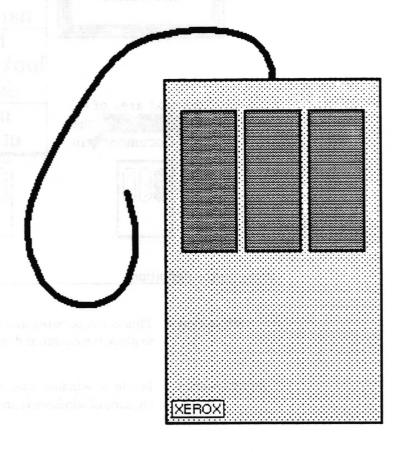
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System Interface

This section deals with the common elements of the Analyst user interface. The general behavior and appearance of windows, menus and other interface elements is described and explained. The structure of windows in the Analyst is detailed. Text manipulation is discussed.

The mouse

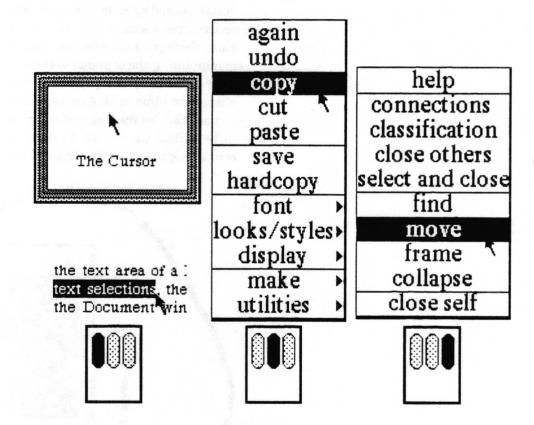
The mouse is for manipulating windows and their displayed information and for positioning the screen cursor. The mouse is a small rectangular box with three buttons on top. The left mouse button is used with the cursor to select text and pictures displayed on the screen, and to place the insertion caret. The middle mouse button brings up window pane specific menus used for editing and manipulating the contents of the selected pane. The right mouse button brings up the window manipulation menu. This menu is almost the same in all Analyst windows. The pad underneath the mouse provides the fine grid allowing the movement of the mouse to be picked up and sent to the processor over the thin cord connecting the mouse to the keyboard.



using the mouse in Analyst

The mouse enables you to do most of the manipulations to text and graphics in the Analyst. The cursor is positioned on the screen by moving the mouse. Use one finger to press the mouse buttons while holding the sides of the mouse with the thumb and remaining fingers. This makes the mouse easy to maneuver while using only small motions of your wrist and hand.

When the cursor is in a pane of an Analyst application window, the *left mouse button* is used for making selections, the *middle mouse button* is used to access functions specific to that pane of the window via a popup menu, and the *right mouse button* is used to access the standard popup menu for manipulating the window as a whole. The following examples are from the Document system window



mouse button definitions

left button

This is the *pointing* and *selecting* button on the mouse. It is used to place the cursor and to select data and menu items.

middle button

Inside a window this button brings up pane specific menus. Outside of windows it provides access to system functions.

right button

When the cursor is inside a window it brings up the menu for window manipulation. Outside of all windows this menu accesses additional system functions, particularly those which control the overall screen display.

pressing the buttons

clicking Press and immediately release the mouse button.

double clicking Click the mouse button twice rapidly.

press and release Press a mouse button and hold it down for a period of time before releasing it.

Analyst system cursors

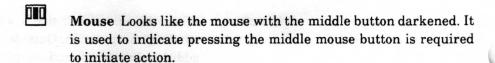
The cursor is used to position the insertion caret, to select text and pictures, and to indicate system status. The cursor assumes a variety of shapes displayed on the workstation screen. The "normal" configuration is an arrow pointing up and to the left. Other shapes are employed as the system performs various tasks. For example, if the machine is writing to the disk, the cursor shape becomes a pencil to indicate writing. If the machine is reading data from the disk, the cursor shape becomes a pair of glasses. The various shapes indicate what the system is doing.

The following cursor shapes are used by the Analyst.

*	Normal The default symbol with the arrow pointing up and to the left. The selection point is at the tip of the arrowhead.
F	nd soy a service a licros
Total o	Origin (top left) This cursor indicates the upper left corner of a window frame. It appears when a window is to be moved or framed on the screen.
	Corner (bottom left) Indicates the bottom left corner of a window frame. It is used to move a window on the screen.
١	Corner (bottom right) Indicates the bottom right corner of a window frame. It is used to move or frame a window on the screen.

Corner (top right) Indicates the top right corner of a window

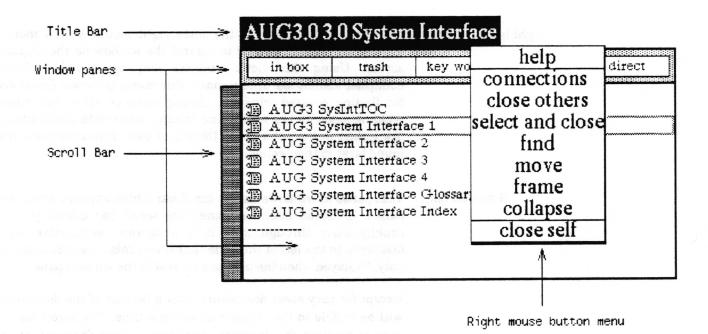
frame. It is used to move a window on the screen.



- Crosshair Looks like a gun sight crosshair. It is used whenever the system is requesting the user to identify a point at which information will be inserted (such as longitude or latitude).
- Wait A coffee cup indicates the system is working on something and will not look for input from the user until its task is complete.
- Read Glasses indicate the system is reading information from a disk file.
- Write A writing pencil indicates the system is writing information onto an external disk file.
- Down Arrow A downward pointing arrow which moves the contents of the window pane from the top down toward the bottom of the window.
- **Up Arrow** An upward-pointing arrow which moves the contents of the window pane from the bottom up toward the top of the window.
- Up Down Arrow An up—down arrow is the shape the cursor takes when no button is pressed in a scroll bar; it is ready to scroll either up or down.
- Marker A horizontal arrow pointing to the right is used in the scroll bar when you have pressed the middle mouse button. Move the mouse to place the marker at the relative location in the file where you want to jump, then release the button.
- Garbage collect The garbage pile cursor is used to indicate the system is cleaning up unwanted junk from its memory. The user must wait for it to finish.

Application windows

A window is used to view, insert, and edit text and picture information. It is a framed area made up of one or more panes, with a *title tab* on top. The panes also provide access to popup menus used to edit and manipulate the window and its contents.



title tab

Every window has a *title*. Titles serve as addresses enabling you to identify your data in the system. The title is automatically written into the window's *title tab*. The title tab is located above the framed area of the window. The title tab of the active window is displayed in reverse video. Any window may be collapsed down to where only its title tab is visible.

opening a window

A window is opened in one of two ways, depending upon whether its title is listed in a folder, or the title tab is displayed on the screen. If the title is listed in a folder, select the title from the folder by pressing the left mouse button, then select open from the folder's middle mouse button. If a collapsed title tab is displayed, select it by pressing the right mouse button and then select expand from the right mouse button menu.

active window

Although many windows may be *open* on the same screen, only one window may be *active* at a time. The active window is the window which is in control, ready to take user input from the keyboard or mouse. Its title tab is displayed in reverse video.

window panes

Windows are composed of one or more panes. Different types of panes are used for different purposes. For example, the graphics pad window has a pane with capabilities for drawing pictures, and a pane for handling text. Some window panes have scrolling capabilities for use when there is too much text information to display within the pane at one time. In addition, window panes provide access to popup menus. These menus are accessed by pressing the right or middle mouse buttons while the cursor is inside the window pane.

right button menu

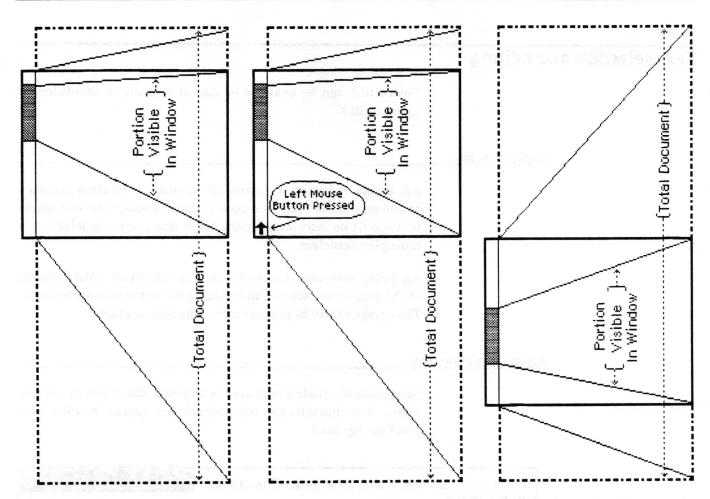
All windows have almost the same right mouse button menu. This menu allows the user to control the window on the display screen. Using this menu windows may be moved, resized, collapsed and closed. Additionally this menu provides functions for finding covered windows, closing some or all of the other windows open on the screen and tracing other data items which are linked to the active one. Details of each menu function are found later in this section.

the scroll bar

Text panes in windows have a scroll bar which appears when the cursor is moved into that pane. The scroll bar allows you to rapidly move through text. It is a narrow rectangular area displayed to the left of the pane that it controls. The scroll bar is only displayed when the user has control in the window pane.

Except for very short documents, only a portion of the document will be visible in the window at any one time. The *scroll bar* is used to position the document vertically within the window. It allows you to move through text from top to bottom and back again, or jump quickly to any part of the text.

The length of the scroll bar represents the length of the entire document. Inside of it is a gray area which represents the size and location of the text currently visible within the window relative to the entire document. If the gray area is at the top of the scroll bar, then the window is showing text at the beginning of the document. If the gray area fills the entire scroll bar, then all of the document is currently visible.



To scroll the text upward (to see text below what is currently visible), place the cursor in the scroll bar and press the left mouse button. The scroll direction is indicated by the up arrow in the scroll bar. When you release the mouse button, the scroll bar will update. Scrolling in this way will attempt to move the text to the right of the cursor location in the scroll bar to the top of the window — so to move one page forward, locate the cursor in the bottom of the scroll bar and click.

To scroll the text downward (to see text above what is currently visible), place the cursor in the scroll bar and press the right mouse button. The scroll direction is indicated by the down arrow in the scroll bar. When you release the mouse button, the scroll bar will update. The greater the distance of the cursor from the top of the scroll bar, the greater the amount of text that will be moved.

To scroll rapidly to another part of the document, move the cursor to the scroll bar and press and hold down the middle mouse button. The gray area representing the visible portion of the document can then be moved up or down to the area of the document to be made visible. It will leave a ghost of itself around its old location as a reference while you move it. When the mouse button is released, the document will be scrolled to the new location.

Text selection and editing

Before text can be changed or moved it must be identified by selecting it.

empty selection

An empty selection is made to identify a location between characters in the text. It is usually done to select the spot where text should be inserted or as the beginning point of a selection of multiple characters.

An empty selection is made by moving the cursor until it points at the place to be selected and clicking the left mouse button once. The caret (*) will be placed at the indicated location.

selecting existing text

Selections of existing text are *highlighted* (displayed in reverse video). The characters in the selected text appear in white on a black background.

Here you can see a text selection. The words "white on a black background" are displayed in reverse video because they are selected.

Selection of the entire text in the pane is done by double clicking the left mouse button at either end of the text. Selection of smaller amounts of text is done with the left mouse button, using one of four methods:

draw - through selection

A section of text is selected by positioning the cursor at either end of the text to be selected, pressing and holding the left mouse button down, moving the cursor to the other end of the desired selection, and releasing the button.

end - point or extended selection

Select one end of the desired selection. Move to the other end of the desired selection, press the left shift key down and select the other end of the desired selection. The first selection is extended to include the second.

entity selection

A textual entity is all text between a matched pair of delimiting characters. It is selected by double clicking the mouse button just after the first delimiter or just before the last delimiter. The entire delimited text (even text not currently displayed) will be selected. The delimiters are spaces (for words), carriage return (for paragraphs), parentheses (), single quotes '', double quotes ", square brackets [], squiggle brackets {}, and angle brackets < >.

implicit selection

There is an implicit selection of all the text typed since the last explicit (with the mouse) selection. Implicit selections are not highlighted until the escape (ESC) key is pressed.

deselecting

Any selection may be deselected by selecting something else.

deleting a text selection

To delete some text, first select the text to be removed. Then either type the DEL key or use the **cut** menu choice in the middle button menu. The text selection will be removed from the document and placed into the clipboard in case you want to **paste** it back somewhere else.

inserting text

First indicate the text insertion point by moving the cursor to it and clicking the left mouse button (making an empty selection). This will display the caret at that point. New text may then be entered at that point by typing, or by inserting the contents of the clipboard by using the paste menu choice in the middle button menu.

moving a text selection

A text selection may be moved from one place in the text to another by deleting it (DEL key or choose cut in the text middle button menu), selecting the new location, and using the paste menu choice in the text middle button menu. The text may also be moved from one window to another in the same manner.

Input forms

confirmer

Confirmers allow a user to reconsider a potentially destructive step. The cursor becomes a "thumbs up / thumbs down" icon as you move between the yes and no choices. You must select one or the other to get out of the boxes.

carlson's Scratch pad's cont	ents have not been saved. Are you
certain that	you want to close?
yes	Tr no

notifier

Notifiers provide warning messages and signal a user that he has made a mistake.

The current contents of the copy buffer are not useful in this situation

Click mouse to continue.

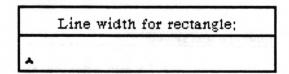
action notifier

These notifiers provide messages that tell a user the status of an function that he has requested. For example the Scavenge Center will use these notifiers to keep the user informed of the progress of file recovery.

~I am now searching for text files~

prompter or fillin

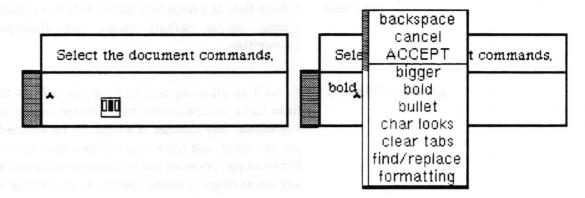
Prompters request a single line input from the user. The entry is typed in, followed by selecting accept on the middle button menu or hitting carriage return.



querier

A querier leads the user through a series of choices. It can not be typed into. Each time the user presses the middle mouse button a menu of the allowable choices appears. Sometimes the menu will stay the same as each choice is made. Sometimes the menu will change to fit the context of what is being done.

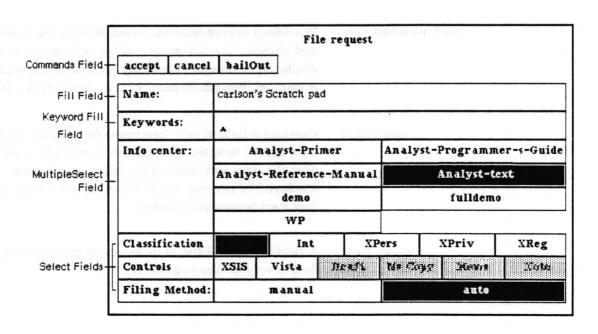
At the top of each menu, above a horizontal line, are two or three commands: backspace, cancel, and usually ACCEPT. Below the commands are the choices. As each choice is selected it will be added to the end of the text in the fillin area of the querier. If the text gets too long to see at one time, the scroll bar on the left can be used to look at the rest of it.



To undo the last menu choice, select **backspace**. To get out of the querier entirely and not do anything, select **cancel**. **ACCEPT** will only appear if it is appropriate to the context of the query. Select **ACCEPT** when the contents are complete.

OBox

A QBox (question box) allows the user to provide information to the system in order to carry out a desired function. A QBox may contain several different data entry field types. There are six different data entry types: commands, fillin, keyword fillin, multiple select, select, and query. The File request QBox shown below has the first five data entry types. Most QBoxes will not have so many types. The only data entry type found in every QBox is the commands field.



commands field

This is a command bar with selections for accept, cancel, and bailout. Selecting accept quits the QBox and applies the entries specified. Selecting cancel deletes the entries made and restores all field values to their initial state. Selecting bailout quits the QBox and aborts the requested function.

fillin field

A fillin field is a little text editor. It is most commonly filled in by typing. Initial default values are displayed and can be overwritten.

key word fillin field

As well as allowing text to be entered from the keyboard this fillin has a middle button menu choice listing all currently used key words. Any number of words can be selected from the menu, one at a time, and the words will be added to the text of the field. For example, pressing the middle mouse button with the cursor at key words might produce a popup menu like the one shown below.

	again undo
	copy
	paste
	cancel
ke	y words

gloss
hardcopy
interpress
intro
login
outline
startup

The words that have been entered in the fillin field may be deleted, added, to, or altered just like typed in text.

multiple select field

Provides a field of selection boxes. Moving the cursor over an item and clicking the left mouse button will select it. Selections are displayed in reverse video. Any number of items can be selected. A selected item can be deselected by selecting it a second time.

select field

Provides a field of selection boxes from which no more than one item can be selected. A selection is made by moving the cursor over the item and clicking the left mouse button. Selections are displayed in reverse video. When another item is selected, the first item becomes deselected.

query field

A field which is filled in by selecting choices from a menu. This field is very similar to a querier.

Popup menu types

Menus enable commands to be executed without use of the keyboard. A popup menu is a list of selectable commands which, when requested by the user, appears on the screen at the location of the cursor, and disappears when the user is finished making a choice. In general, a menu is requested by the user by pressing the middle or right mouse button, but occasionally, the left mouse button can also be used. Once the menu is displayed, a menu command is selected by moving the cursor until the desired choice is displayed in reverse video and releasing the mouse button. If none of the commands are desired, all that is necessary to get rid of the menu is to move the cursor outside of the menu (so that nothing on the menu is in reverse video) and release the mouse button. The menu will disappear with no action taken.

There are several variations of popup menus: popup, tree, scroll, and multiple select.

popup menus

The simple popup menu consists of one list of commands arranged vertically. All of the commands are displayed at one time. There may be thin horizontal lines between some of the commands as an aid in marking off functional groupings.

tree menus

A tree menu is just like a popup menus except that when some of its options are selected a sub-menu containing additional commands will appear to the right of the initial menu. Tree menus are used when putting all the commands in one long list would be too combersome, but the list can be divided into separate functional categories.

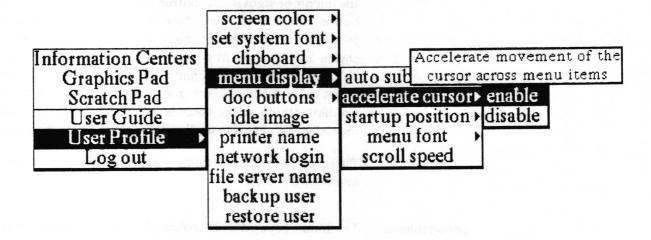
When a tree menu is displayed, the user will see a triangular marker on the righthand side of the menu beside any option which has a sub — menu for example:

screen color >

When the menu selection is moved to one of these options, either the submenu will appear automatically, or moving the cursor off the menu to the right will cause the sub-menu to appear. (Each user can choose the default behavior for when to display sub-menus. See the documentation for User Profile> menu display> auto sub-menus>).

To make a selection from a sub-menu, continue holding down the mouse button after reaching the branch on the initial menu and then move the cursor to the right onto the sub-menu. Once the selection is in the sub-menu, it works in the same manner as the initial menu did, including the possibility of further sub-menus.

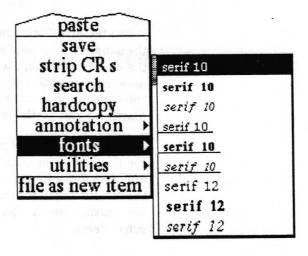
Usually only the options on the furthest level of a tree menu branch (the leaves) will be active commands. Selecting the branch label will result in no action. Occasionally, however, a branch label will also serve as a command. It may remember and reissue the last selection from below it in the tree (like a shortcut for font>), or it may provide its own separate function like clipboard>.



scroll menus

A scroll menu is just like a tree menu except that the menu must be scrolled to see all the options. A scroll menu might be used if there are too many options to display at one time but they are also not easily categorized for breakdown into sub—menus.

A scroll menu has a little scroll bar on the left hand side of it. The part of the scroll bar which is gray indicates the portion of the entire menu that is currently being viewed. To move to a portion of the menu which is not currently displayed, just continue to press the mouse button while moving the cursor above or below the menu (depending on where the choices you want to see are). The further from the cursor is moved away from the menu, the faster the menu will scroll. (The speed of scroll is user adjustable by using UserProfile> menu display> scroll speed.)



multiple select

A multiple select menu is a popup menu that allows multiple options to be selected. Once the menu is displayed on the screen it will remain there until the user selects outside of it. In the meantime the user can select or deselect as many options as necessary by pressing the mouse button, moving the cursor over a choice so that it is displayed in reverse video, and then releasing the mouse button. When the mouse button is released outside of the menu, every choice that was highlighted will be acted upon. If nothing was selected, no action will be taken.

Hardcopy Tool

The hardcopy tool is for creating printed output of your work. The hardcopy tool controls the creation of printer files and then sends them to the printer and/or saves them in an Information Center for later printing. A printer file is a file in a certain format that the printer can understand.

Part of the hardcopy tool is background printing. When background printing is being used, once you have specified what to print and how, you can go ahead and work on other things in the Analyst while the hardcopy tool is creating a printer file and sending it to the printer. Whenever background printing is being used, a printing status window appears on the screen (in the upper righthand corner) to give information about what the hardcopy tool is currently doing, and to allow you access to its list of menu options.

Creating hardcopy

Every tool that has the capability of generating a hardcopy of its contents has hardcopy as an option on the middle button menu in at least one of its window panes. The documentation for each tool will explain the specific differences, but they all use the hardcopy tool.

Once the hardcopy command has been selected, you will be presented with one or more QBoxes to specify what is to be done with the text, graphics, or various possible combinations. When you have finished filling in the QBox(es), the tool may create the printer format file itself or it may send the information off to the hardcopy tool to be created in background. When it comes time to send to the printer, hardcopy tool is always given the job.

Standard hardcopy QBox items

When you select hardcopy, a Hardcopy QBox will appear. The options in the QBox vary with what kind of data is being hardcopied, but certain standard options always appear. They are:

H. The mean, every capture to arthropyres sciencied, or	lardcopy		
accept cancel bailo	ut		
Send to Printer	now	later	
File in an info center	yes	no	
Number Copies	1		
Starting Page No.	1		
Printer Name	Your printer		

Send to Printer

Now sends the printer file to the specified printer as soon as it is created.

Later makes a printer file and files it into an Information Center (the next field, file in an info center, becomes an automatic yes), but doesn't try to send the file to the printer.

File in an info center

Yes If this is selected, it causes a File request QBox to appear that lets you specify how the printer file for the item being hardcopied should be filed (by Name, Keywords, and Info Center). No If this is selected in combination with Now in the line above, the printer format file will be destroyed after it has been sent to the printer. If it cannot be sent to the printer, it will be left on the disk and can be recovered in the Scavenge Center (see Information Centers chapter).

Number Copies

Type an integer; the default is 1. This does not need to be filled in if later is specified in the top line.

Starting Page No.

Type an integer; the default is 1. The page numbering will start with this number.

Printer Name

Type in the name of printer here; the default is whatever the last specified printer name was. It is not necessary to fill this in if later is specified in the top line or if the type of machine you are using does not care.

Additional graphics QBox items

For printing image (sketch, chart, map) data four additional parameters are available to you.

H	lardcopy	
accept cancel bailo	цt	
Send to Printer	now	later
File in an info center	yes	no
Number Copies	1	
Starting Page No.	1	
Printer Name	Dayton; XSIS; Xe	erox
Mode	normal	landscape
Size	full	half
Border	yes	по
Title	Name and the Authority	

Mode

Mode refers to the orientation of the image on an 8 1/2" x 11" page. Normal means it will orient the image with the 8 1/2" across and the 11" vertically. Landscape is a 90 degree rotation of the normal image. It will orient the image with the 8 1/2" vertically and the 11" across.

Size

Full means print the image at the same size as it appears on the display. Half means print the image scaled to half the displayed size. While the default is full, if the image is too big to fit on the page at full scale, half will be chosen automatically.

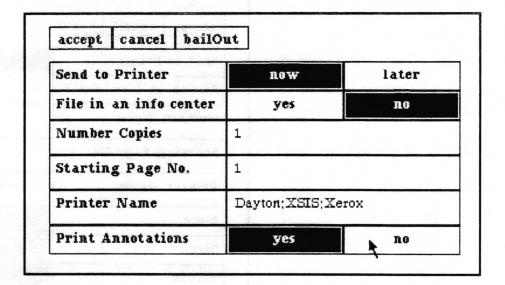
Border

Yes (the default) causes a 2 screen unit wide border to be put around the image when it is printed out. No means that no border will be placed around the image when it is printed out.

Title You may type in a title or caption for the image, or leave it blank. If a title is entered, it will be printed centered beneath the image.

Annotated text QBox items

For text with annotations, this one item is added to the standard QBox. Annotations themselves are described in this manual in the *Simple Text* chapter.



Print Annotations

Yes (the default) means the annotation reference numbers will be printed in the text, and a table of the annotations will be printed at the end of the text.

No means neither the annotation reference numbers nor their associated text will be printed.

The printing status window

The Printing Status window appears automatically during hardcopy creation in the upper righthand portion of your screen. This window lets you know what's going on and gives you the ability to look at and change what the hardcopy process is doing, or is scheduled to do. It is a small, fixed—size window whose title tab tells you which of three possible states the hardcopy process is currently in: Active, Access, or ESC for control.

Printing status window middle mouse button menu

There are two separate popup menus, depending upon whether you are in the Active or Access state.

Printing - active

in the window label means the hardcopy tool is alive and working. The Active state is what you will first go into when you hardcopy an item, and the hardcopy process will remain in that state unless you do something to change it. Changes are

accomplished by selecting from the three available options listed in the window's popup menu:

Printing - active Creating Temp,in access queue number waiting

access queue

changes printing from the "Active" to the "Access" state, which contains a different middle mouse button popup that controls such things as moving items around the queue, emptying the queue, and so on. This popup is described shortly.

foreground

number waiting

brings up a notifier giving the number of items currently waiting in the queue.

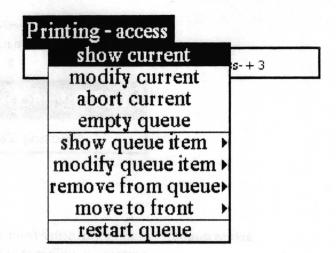
foreground

causes printing to take over control of the software so it can finish sooner. If you select this, you cannot work in other areas of the Analyst while the hardcopy tool is working. As soon as you select foreground, the message "ESC for control" will appear in the window label. This means that if you wish to return printing to the background state (so you can work on other things while the file is being hardcopied), you must press and release the ESC key to switch back. It may take as long as five seconds to switch. Otherwise, the faster printing will continue and the window will disappear as usual when the printing is completed

When you change from "Active" to "Access", the Printing Status window will have a different popup.

Printing - access

in the window label means the hardcopy tool will not print the next document after the current one is finished, because you want to modify the process in some way. You reach the Printing—access state by selecting access queue from the Printing—active middle mouse button popup. The queue is the list of things waiting to be printed or sent to the printer. The Access popup allows you to inspect and modify items in the queue, and it has the following options:



show current

brings up a notifier telling what file it is currently working on; and, if it is a completed printer format file, what printer it is being sent to.

modify current

brings up the QBox to change whether the file currently being worked on is to be sent now or later, which printer to send it to, and the number of copies to send.

abort current

causes the printing request currently being worked on to be stopped at whatever stage it's in.

empty queue

causes the queue to be emptied of all entries.

show queue item>

Press and move the cursor to the right and select the desired entry in the queue; this brings up a notifier that describes what file it is; and, if it is a complete file, what printer it will be sent to.

modify queue item>

Press and move the cursor to the right and select the desired entry in the queue; this brings up the QBox that will let you change whether the document is to be sent now or later, which printer to send it to, and the number of copies to send.

remove from queue>

Press and move the cursor to the right and select the desired entry in the queue; this removes the entry from the queue and deletes the press file that was made.

move to front>

Press and move the cursor to the right and select the desired entry in the queue; this moves the entry to the front of the queue and ensures that it will be the next entry printed.

restart queue

returns the hardcopy tool to the Active state.

Printing status window right mouse button menu

The right mouse button popup is the same for both Printing window states and contains the standard set of window manipulation options, except for close self. For a description of the remaining items in this popup see the section of this chapter titled "The Analyst windows."

Close self

stops everything being printed or waiting to be printed. The printing status window will disappear automatically after all the printing requests have been filled.

Hardcopy tool effects on the system

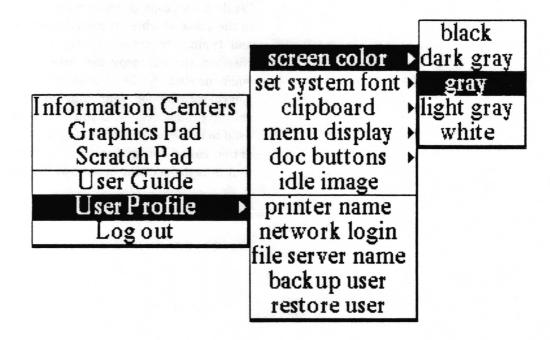
While a hardcopy is being made, you will notice some lessening in the speed at which the Analyst software reacts to mouse clicks and typing. In order to keep this reaction time as quick as possible, the hardcopy tool uses only small increments of time when needed. While this allows you to do other things while you're waiting for your copy to be made, it slows down the printing considerably. If you want a file printed faster and don't need to utilize other system features at the same time, there is an option called **foreground** in the printing status window popup that tells the printing process to "take over" the system.

Analyst screen menus

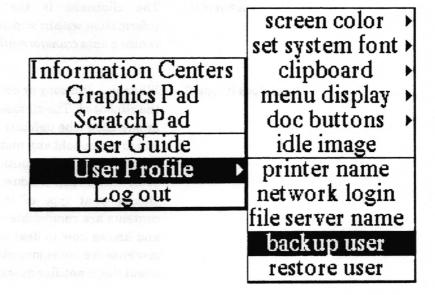
Screen menus (system menus) provide the first line of access to the tools of Analyst and the controls for overall screen display. To view a screen menu, place the cursor in an area not occupied by any window, and press the middle or right mouse button.

Screen middle mouse button menu

The screen middle mouse button menu appears when the cursor is outside of all windows and the middle mouse button is pressed. Following in alphabetical order is a detailed description of each of the system utilities and functions available in this menu.



backup user



Concept

Analyst keeps track of a configuration for each Analyst user who logs in. A user configuration consists of any User Profile > choices or clock list the user has made. Each user also has a Scratch Pad. This menu option allows a user to backup (save) the configuration information and the Scratch Pad to another location. The "other location" is known as a file server. It may be a directory or folder on a server or it may be nothing more than a different directory on the same machine. The System Administration documentation contains exact details on how this works and on what files and directories/folders need to be set up for this command to function properly.

Procedure

Select backup user from the User Profile > branch of the screen middle mouse button menu. A Set File Server Name QBox will appear. Select the name of the file server to use and accept the QBox.

If you are on a Xerrox workstation, you will be prompted to open a window on the underlying operating system so that you can track the progress of your backup request. You will not be able to do anything else until this request has been completed.

Effect

The user configuration, idle, scratch pad, and function key files are saved to a directory matching the user's Analyst login name on the specified file server.

clipboard>

what is it?

The clipboard is the transportation medium for moving information within windows and from one window to another. It is also a data transformation device.

how does it work?

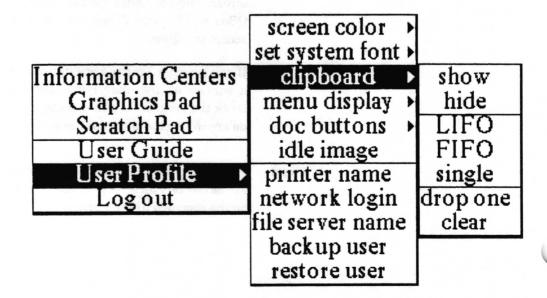
When you do a copy or cut, the selected information gets placed in the clipboard. The clipboard can be set to hold only a single thing at one time (the default) or it can be set in one of two modes in which it can hold any number of things (LIFO — last in, first out; FIFO — first in first out). When you paste the clipboard contents somewhere, the window you wish to paste the contents into checks what type of information is in the clipboard. If the contents are compatible (the window recognizes the type of data and knows how to deal with it) the paste will take place. If the contents are not compatible, such as trying to paste a picture into a text file, a notifier as shown below will appear.

The current contents of the copy buffer are not useful in this situation

Click mouse to continue.

command bar access

If you want to change the settings of the clipboard frequently, you may prefer to place the clipboard command bar window on you screen rather than selecting the function from the menu each time. To do this, select clipboard > from the User Profile > branch of the screen middle mouse button menu (just release while the cursor is on clipboard > rather than selecting an option from the popup further to the right).

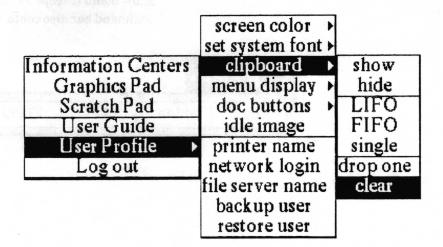


The choices in the command bar are the same as those on the sub-menu (except on the Macintosh implementation, where the command bar also contains access to the Macintosh clipboard).

Clipboard

show hide LIFO	FIFO	single	drop one	clear
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clipboard > clear



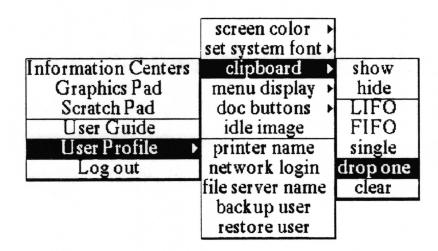
Concept

Clears the contents of the clipboard. It makes the clipboard empty.

Procedure

Select clear either from the clipboard > sub - menu or from the command bar.

clipboard > drop one



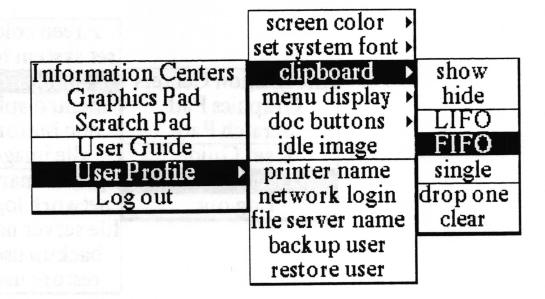
Concept

Drops the next to—be pasted item out of the clipboard if it is being used as a stack (LIFO or FIFO). If the clipboard is in the single entry mode this function has no effect.

Procedure

Select **drop one** either from the **clipboard** > sub – menu or from the command bar.

clipboard > FIFO



Concept

Sets the clipboard to be used as a FIFO (First In First Out) stack for multiple pastes. In other words, the first item copied into the clipboard becomes the first item out when you do a paste.

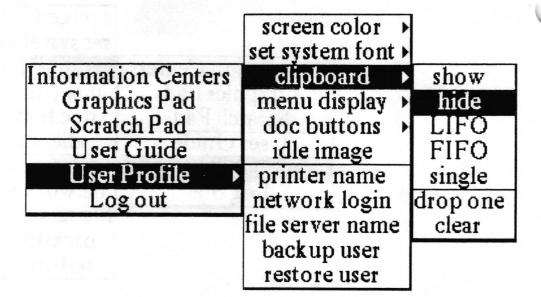
Procedure

Select FIFO either from the clipboard > sub - menu or from the command bar.

Effect

Items copied into the clipboard are *stacked* up on top of each other. Paste takes the item from the bottom of the stack. When only one item is left in the stack, it is copied and not removed, but a subsequent copy will replace it. For example, if you do a copy, copy, paste, paste, paste, the first paste will be of the first copy, and the second and third paste will be of the second copy.

clipboard > hide



Concept The contents of the clipboard may be displayed in the upper left hand corner of the screen to provide user feedback. This option

causes them not be displayed.

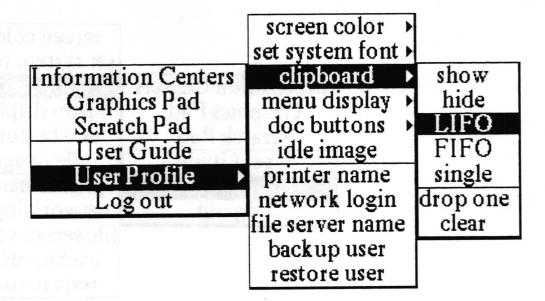
Procedure Select hide either from the clipboard > sub-menu or from the

command bar.

Effect Removes the display of the clipboard contents from the upper left

hand corner of the screen.

clipboard > LIFO



Concept

Sets the clipboard to be used as a LIFO (Last In First Out) stack for multiple pastes. In other words, the last item copied into the clipboard becomes the first item out when you do a paste.

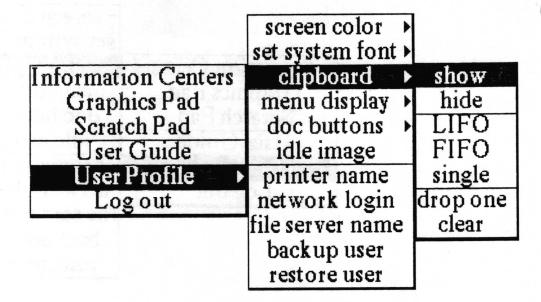
Procedure

Select LIFO either from the clipboard > sub - menu or from the command bar.

Effect

Items copied into the clipboard are *stacked* up on top of each other. Each paste removes the item from the top of the stack. When only one item is left in the stack, it is copied and not removed, but a subsequent copy will replace it. For example, if you do a copy, copy, paste, paste, paste, the first paste will be of the last copy, the second and third paste will be of the first copy.

clipboard > show



Concept

The contents of the clipboard may be displayed in the upper left hand corner of the screen to provide user feedback. This option causes the contents of the clipboard to be displayed.

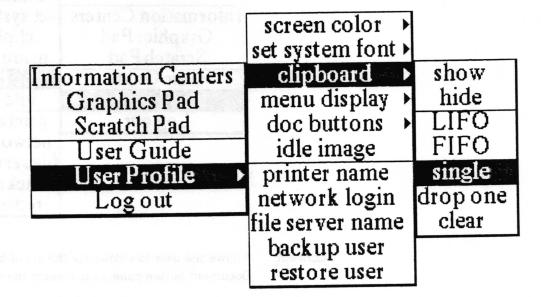
Procedure

Select show either from the clipboard > sub-menu or from the command bar if it is displayed.

Effect

Displays the current contents of the clipboard in the upper left hand corner of the screen. As the contents of the clipboard change, the display will be updated.

clipboard > single



Concept

Use the clipboard as a single entry copy buffer. In other words, if you copy one thing, then copy another thing, the first thing will be replaced.

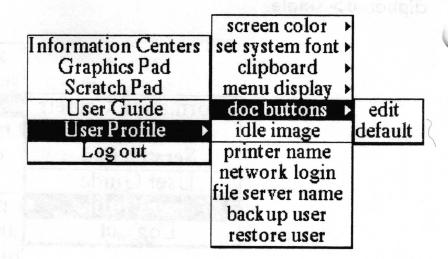
Procedure

Select single either from the clipboard > sub-menu or from the command bar.

Effect

Resets the clipboard to hold a single entry. If you reset the clipboard from LIFO or FIFO operation, the clipboard will be cleared.

doc buttons



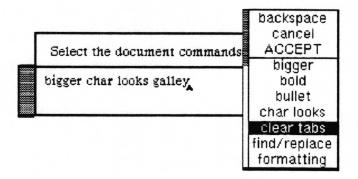
Concept

Allows the user to customize the set of button commands for the Document button pane, or to reset to the system default set.

Procedure

To set the system defined default set of document buttons, select default from the doc buttons> branch of the User Profile> branch of the screen middle mouse button menu.

To choose your own set and arrangement of buttons select edit from the doc buttons > branch of the User Profile > branch of the screen middle mouse button menu. A querier with one menu containing every possible choice for inclusion in the button pane will appear. Select from the menu the options you want in the Document System button pane in the order you want them to appear (left to right in each row from the top down). Select ACCEPT when you are done.



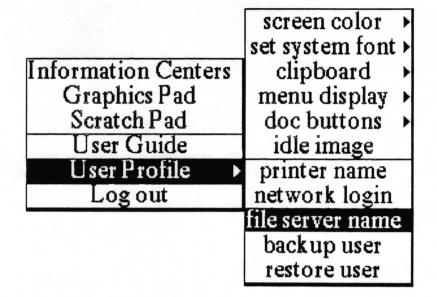
Effect

The specified set of buttons will appear in the button pane of each document opened after this selection has been made. The default button set is shown below.

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

[This page left intentionally blank]

file server name



Concept

This allows you to pick the default *file server* for the various backup menu options. A file server may be a directory or folder on a server or it may be nothing more than a different directory on the same machine. The System Administration documentation contains details on how this works.

Procedure

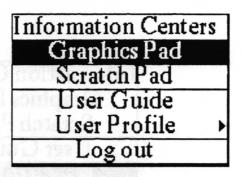
Select file server name from the User Profile > branch of the screen middle mouse button menu. This brings up a QBox listing known file servers. The basic list is maintained by the System Administrator. Pick the one you want to use as your default. If it is not listed, select other and fill in the name in the Fully qualified name: field. The selected name will be written to your user configuration file.

accept cancel bailo	Set File Server Name	
File Server Name:	Hard Disk:AnalystBackups:	/ufs/AnalystSupport/
	DescansoFiles-3:XSIS:Xerox	none
	other	
Fully qualified name:	CIPE CLOSE	

The QBox above shows three file server names of different types — Macintosh, Unix, and Xerox.

Effect This changes the default file server name.

Graphics Pad



Concept

Provides access to a new sketch or chart editor.

Procedure

Select Graphics Pad from the screen middle mouse button menu.

This selection produces a QBox enabling you to choose whether you want a **chart** or a **sketch** editor. Selecting **chart** disables the **From Screen** size choice.

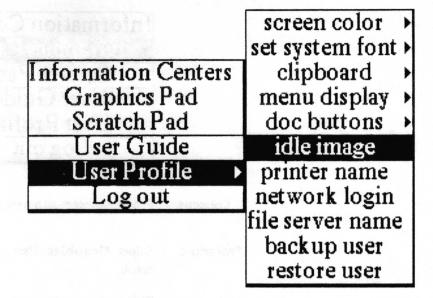
	W For bed so	That sort of	Graphics pad?		
accept	cancel	bailOut			
Pad Typ	pe:	Chart		Sketch	
Size:	St	tandard	FullPage	Landscape	
	Ir	putSize	FrameSize	FromScreen	

Standard is 512x512 pixels. Full Page is a portrait orientation of the largest printable area. Landscape is a landscape orientation of the largest printable area. Input Size allows you to specify the image area dimensions in inches by producing another QBox to fill in the desired length and width. Frame Size produces an origin cursor to frame the desired size. From Screen produces an origin cursor to capture the contents of the area framed on the screen.

Effect

An editor of the selected type is opened. See the **Sketch Editor** or **Chart Editor** chapters.

idle image



Concept

The idle image is the picture which floats around the screen when it is in idle mode. This menu option allows a user to install his own idle image.

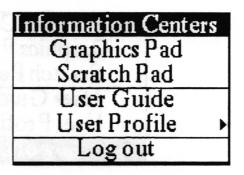
Procedure

Copy the picture or text you want to use as the idle image into the clipboard. Select idle image from the User Profile > branch of the screen middle mouse button menu.

Effect

The contents of the clipboard will become the idle image. The new idle image becomes part of the logged in user's configuration.

Information Centers



Concept

Opens the Information Center access command bar window to provide access to all the existing Information Centers and the function for making new centers.

Procedure

Select Information Centers from the screen middle mouse button menu.

The Scavenge Center and the Make New Center function are always in the Information Center access window.

Information Centers

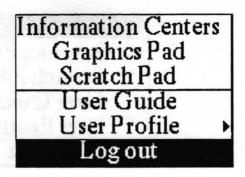
Make New Center	Scavenge

Each time you make a new Information Center its name will be added to the command bar. To select an existing Information Center, place the cursor over the desired name and click the left mouse button. The name will display in reverse video as you click the button, and then an origin cursor will appear to prompt you to frame the folder window. See the *Information Centers* chapter of this manual for more information on Information Centers.

Effect

Access is provided to the top level folder of the selected Information Center.

Log out



Concept

This is the proper function to use to shut down Analyst, either in preparation for quitting, to leave it ready for another user, or for security when leaving the machine.

Procedure

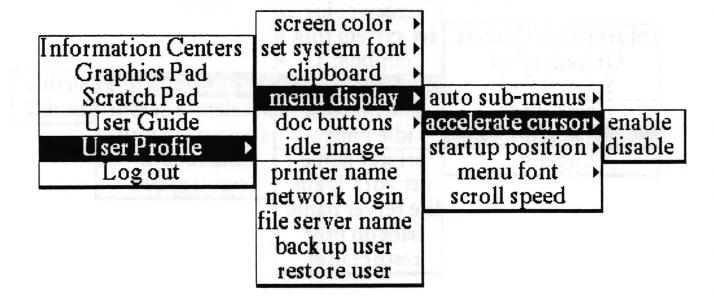
Select **Logout** from the screen middle mouse button menu. A confirmer will request confirmation. All the windows on the screen will be closed. If the contents of any window has not been saved, you will be asked whether to discard the changes in that window. If you answer no, the logout will be aborted and control will be passes to that window. If you answer yes, the window will be closed and the logout sequence will continue. Each open Information Center will be saved and removed from memory.

When everything has been closed down, a second confirmer will appear. This one will ask whether you want to quit Analyst. If you answer yes, Analyst will terminated and control will be returned the operating system environment of the machine (Unix, Finder, Tajo, etc.). If you answer no, Analyst will enter the idle state, ready for a user to wake it up and log in.

Effect The Analyst session will be properly shut down. Exiting Analyst

in any other way may produce unexpected results.

menu display > accelerate cursor



Concept

When cursor acceleration is enabled (the default), the system will force the cursor away from the middle of tree menus which are wider than some minimum. This effectively accelerates cursor movement across the menu so you do not need to move the mouse as far. This is particularly valuable for quickly moving down the branches of a tree menu. If this function is disabled, the cursor will move in the menu exactly according to the movement of the mouse.

This menu option allows each user to set the acceleration property according to their own preference. The system will remember it and set it that way each time that user logs in.

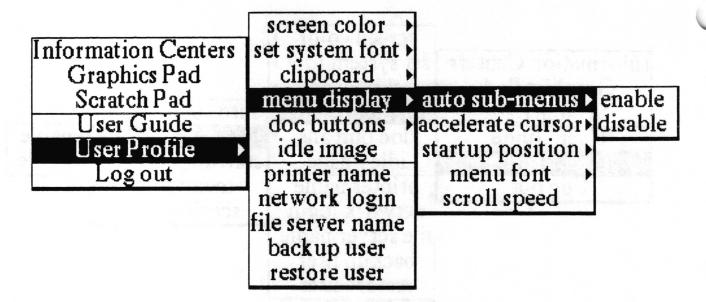
Procedure

From the User Profile > menu display > accelerate cursor > branch of the screen middle mouse button menu, select either enable or disable.

Effect

The selected preference takes effect immediately and is noted in the user's configuration file.

menu display> auto sub - menus



Concept

If the auto sub—menus function is enabled (the default), when a branch item of a tree menu is highlighted the next level of the tree will popup automatically. This means that as the user moves the cursor down the list of options in a tree menu, the sub—menu of any option which has a sub—menu will be displayed automatically when that option is highlighted.

If the auto sub – menus function is disabled, then a sub – menu will popup only when the cursor is pulled off to the right side of a highlighted branch menu item.

This menu option allows each user to set the automatic sub-menus property according to their own preference. The system will remember it and set it that way each time that user logs in.

Procedure

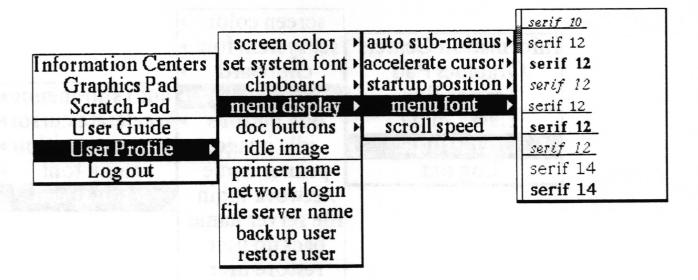
From the User Profile > menu display > auto sub-menus > branch of the screen middle mouse button menu, select either enable or disable.

Effect

The selected preference takes effect immediately and is noted in the user's configuration file.

Note: There are some menus in the system which deliberately do not automatically display their sub-menus. This is usually because creation of the sub-menu may take so much time that moving through the menu could become tedious. Menus which display Information Center link structure are an example.

menu display> menu font



Concept

Allows the user to select the font used for displaying most menus in the Analyst system. The system will remember this choice and set it that way each time that user logs in.

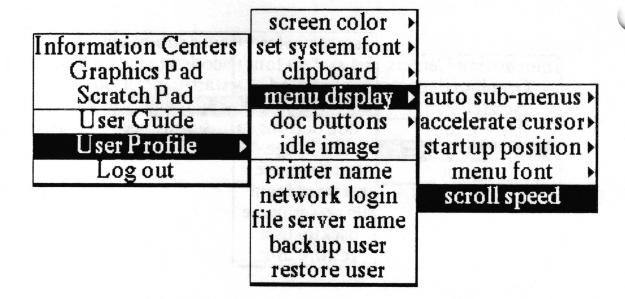
Procedure

From the scroll menu on the User Profile> menu display> menu font> branch of the screen middle mouse button menu, select the name of the font to use in the menus. Some fonts will look awful, others fairly good. If the choice looks bad, select another font. The default font used for menus in the Analyst as supplied is Serif 18.

Effect

The change of font takes effect immediately and is noted in the user's configuration file.

menu display > scroll speed

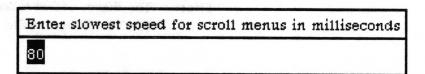


Concept

Allows the user to control the speed of scrolling in scroll menus. The system will remember the value and set it each time the user logs in.

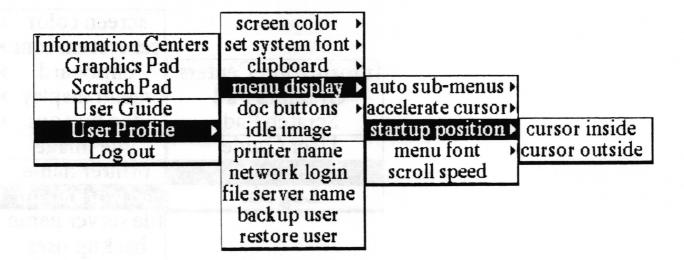
Procedure

From the User Profile > menu display > branch of the screen middle mouse button menu, select scroll speed. A prompter will appear. The current value will be displayed in the prompter. Fill in the scroll delay speed in milliseconds. The larger the number, the slower the menus will scroll. The Analyst system default value is 80.



Effect The change takes effect immediately and is noted in the user's configuration file.

menu display> startup position



Concept

Allows the user to control where the menu "pops up" on the screen in relation to the position of the cursor.

When the startup position is set to cursor inside (the system default), the cursor will be inside the area of the menu, which means that the last selection is highlighted. Most users of Analyst prefer to use cursor inside because it requires less mouse movement to get the task done.

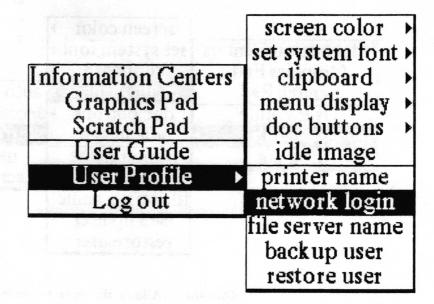
When the startup position is set to cursor outside, the cursor will be just to the right of the menu, next to the last selection made in the menu. This setting is particularly useful for users who have trouble remembering to press and hold the mouse button down to obtain a menu because with the cursor outside, clicking the button will not result in an accidental menu selection.

Procedure

From the User Profile > menu display > startup position > branch of the screen middle mouse button menu, select either cursor inside or cursor outside.

Effect The change takes effect immediately and is noted in the user's configuration file.

network login



Concept

This function works only on Xerox workstations at this time. It allows the user to log in to the XNS protocol ethernet network. Because a user's name and password for Analyst login will usually be different than those for logging into the Xerox network, this option provides the user with an explicit way of logging into the network from within Analyst. (The network information file can be setup to automatically request this login immediately following Analyst login, see the System Administration documentation for details.)

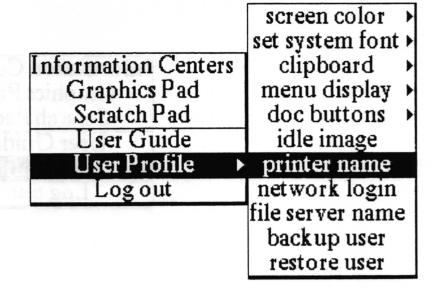
Procedure

Select network login from the User Profile > branch of the screen middle mouse button menu. Fill in your user name and password for the Xerox network. (At this time, the domain and organization fields are non-functional, these values must be correctly set in the user profile in the XDE environment). Select accept when you are done.

Effect

The login request is entered into Analyst's XDE interface queue. It may not take effect immediately, but it will occur before the next printing, backup, send, or fetch request.

printer name



Concept

Allows the user to change the default name of the printer which will appear in all **Hardcopy** QBoxes. The system will remember this name and set it each time the user logs in.

Note: The printer name value does not matter on some of the machines Analyst runs on (the Macintosh, for example).

Procedure

Select User Profile > printer name from the screen middle mouse button menu.

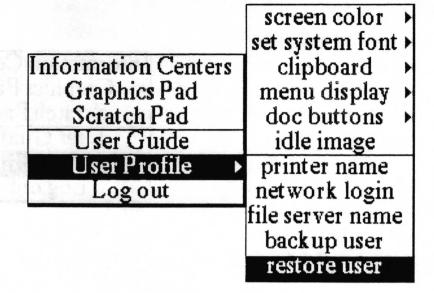
This selection provides a list of the printer names Analyst has been told about. The basic list is maintained by the System Administrator. Pick the name you want to use as your default. If it is not listed, select other and fill in the name in the Fully qualified name: field.

			Set Printer Name	
accept	cancel	hailOut		
Printer	Name:	enil broker	Dayton:XSIS:Xerox	MyLaserWriter
		n pagement	none la	other
Fully q	ualified	name: w	yer ayga	

Effect

The selected printer name becomes the default printer name and is recorded in the user's configuration file.

restore user



Concept

If the User Profile > backup user option has been exercised, this option will retrieve the backed up user configuration and scratch pad files and replace the files currently in use with them. See the "backup user >" section of this chapter for more background information.

Procedure

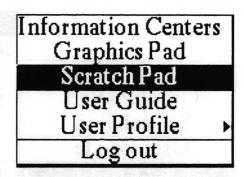
Select restore user from the User Profile > branch of the screen middle mouse button menu. A Set File Server Name QBox will appear. Select the name of the file server to use and accept the QBox.

If you are on a Xerox workstation, you will be prompted to open a window on the underlying operating system so that you can track the progress of your restore request. You will not be able to do anything else until this request has been completed.

Effect

The user configuration, idle, scratch pad, and function key files are retrieved from a directory matching the user's Analyst login name on the specified file server. These files replace the files that were in use by Analyst and the replacement's user configuration values are installed immediately.

Scratch Pad



Concept

This provides a quickly accessed Simple Text window for typing notes, memos or any other text. Each Analyst user has their own scratch pad file. It functions completely independent of Information Centers.

Procedure

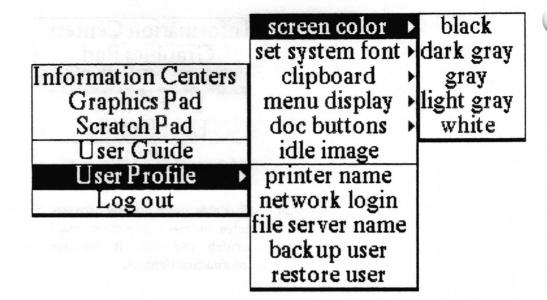
Select Scratch Pad from the screen middle mouse button menu.

Frame the Scratch Pad window on the screen. It is ready for text entry or editing. The Simple Text editing menu is available through the middle mouse button. See the *Simple Text* chapter for details on its use.

Effect

The user's Scratch Pad is opened, displaying the last saved contents.

screen color>



Concept

The background "color" of the screen may be changed to one of five patterns. This menu option allows the user to change the background color. The system will remember this color choice and set it each time the user logs in.

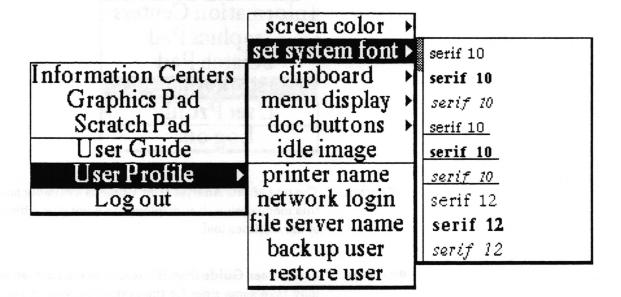
Procedure

Select one of the five color choices from the User Profile> screen color> branch of the screen middle mouse button menu.

Effect

The background color of the display screen will be changed to the selected color and any windows are redisplayed. The color choice is written to the user configuration file.

set system font>



Concept

The system font is the default font for text which is typed into a new empty text window or text pane. It does not change the looks of any existing text. This menu option allows the user to designate the system font. The system will remember this choice and set it each time the user logs in.

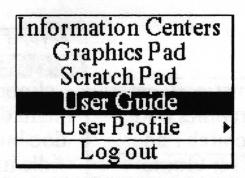
Procedure

Select a font name from the scroll menu of available fonts on the User Profile > set system font > branch of the screen middle mouse button menu.

Effect

The system default type in font will be changed to the selected font. That choice is written to the user's configuration file.

User Guide



Concept

The text of this Analyst User Guide is available on – line through this menu option. It is displayed in a window which is a variation of the Outlines tool.

Procedure

Select User Guide from the screen middle mouse button menu. It may take some time for the system to read in the structure. An origin cursor will then appear to prompt you to frame the window. You will want to frame is on the left side of the screen.

User Reference Manua

O SCI Reference ividitual	
Introduction System Startup System Interface LogIn Window	Prior to login the workstation will be in Idle with a Idle image drifting around the darkened screen. When you move the mouse or strike a key the LogIn window will appear. The cursor can not be
Logging In Logging Out Information Centers Simple Text Outline Hardcopy Tool Sketch Editor Chart Editor	moved from this window until you are sucessfully logged in. Three outlined button choices control the LogIn window.
- Map Editor - Database - Forms - Spreadsheet	accept Select this when your user name and password have been typed in correctly. If you type a return after entering your password the accept will be the best

The window shows a table of contents at the chapter level. Select the chapter you are interested in with the left mouse button. The dash mark on the left side of the topic line indicates that there are subheadings which are currently hidden. If you select show subsections from the middle mouse button menu it will expand the table of contents for the selected heading to the next level. Those section headings will frequently also have hidden subsections which you can get to by selecting one of them and

repeating the show subsections process. All the subsections of a section can be expanded at one time by selecting **show all**. The subsections of a section can be hidden again by selecting the section name with the left mouse button and then selecting **hide** from the middle mouse button.

To see the text of a section, select view selection from the middle mouse button menu. The first time you do this, a new window pane the same size as your original window will be attached on the righthand side of the window. The text of the selected section will be displayed in it. If you select a different section, its text will replace that off the previously selected section in the righthand window pane. The righthand pane will disappear if view selection is selected a second time.

You can search the displayed table of contents for a word or term by using the look for... option on the middle mouse button menu. After filling in and accepting the prompter that appears, the system will search the remainder of the contents, starting with your current selection. If it finds the word or term, it will move the selection to that section. The menu option next reference will cause it to repeat the search, starting from the currently selected section.

Screen right mouse button menu

The menu produced when the cursor is outside of all windows is a system or screen menu. The screen right mouse button menu contains utility functions relating to the overall display of windows on the screen, Analyst resource and version management, and time clocks. Following in alphabetical order is a detailed description of each option in this menu.

select & close
find
date & time
version info
resources
garbage collect
idle start
collapse display
refresh display

collapse display

select & close
find
date & time
version info
resources
garbage collect
idle start
collapse display
refresh display

Concept

A simple way to organize a cluttered screen. This selection collapses each window down to its title tab and aligns the collapsed title tabs along the left margin of the screen.

Procedure

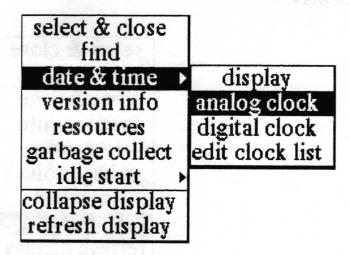
Select collapse display from the screen right mouse button menu.

Effect

All the windows on the screen will be collapsed to their title tab and lined up in a column starting in the upper left corner of the screen.

A collapsed window can be expanded back to the previous location on the screen by selecting the title tab and then selecting **expand** from the third mouse button menu.

date & time > analog clock



Concept

Creates a window containing the current date and time displayed with an analog clock face. The clock will be updated each minute.

Procedure

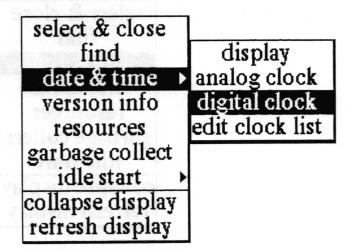
Select analog clock from the date & time > branch of the screen right mouse button menu. If the logged in user has never created a clock before, a notifier will appear indicating the need to edit the clock list. Otherwise, a list of available clocks will be displayed in a scroll menu. This list is part of the user's configuration. See "date & time > edit clock list" for details on creating/or and editing this list.

Greenwich Mean Time
London
Eastern Time Zone
Eastern Standard Time
Eastern Daylight Time
Central Standard Time
Mountain Standard Time
Pacific Standard Time

Select one of the labels from the menu and place the origin of the clock window on the display.



date & time > digital clock



Concept

Creates a window containing the current date and time displayed with a digital clock face.

Procedure

Select digital clock from the date & time > branch of the screen right mouse button menu. If the logged in user has never created a clock before, a notifier will appear indicating the need to edit the clock list. Otherwise, a list of available clocks will be displayed in a scroll menu. This list is part of the user's configuration. See "date & time > edit clock list" for details on creating/or and editing this list.

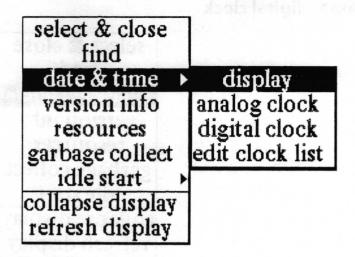
Greenwich Mean Time
London
Eastern Time Zone
Eastern Standard Time
Eastern Daylight Time
Central Standard Time
Mountain Standard Time
Pacific Standard Time

Select one of the labels from the menu and place the origin of the clock window on the display.

Effect The clock will be updated each minute.

PacificTimeZone 17:57 1 December 1987

date & time > display



Concept

Displays the current date and time in the upper right corner of the display screen. This display is not a window and will not update itself.

Procedure

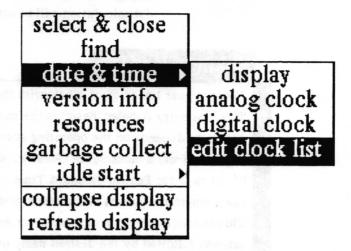
Select display from the date & time > branch of the screen right mouse button menu.

Effect

The current date and local time is displayed in the upper right hand corner of the screen.

30 September 1988 9:41:55 pm

date & time > edit clock list



Concept

Enables the user to create and/or edit the list of clock labels and their corresponding time parameters.

Procedure

Select edit clock list from the date & time > branch of the right button screen menu. When the origin cursor appears, frame the window.

After the instructions at the top of the window is a line identifying the time zone you are located in followed by a list of clock labels and their corresponding time zone information, one per line. The clock list shown in the picture above is the default clock list which will appear in the window the first time you edit the clock list. Use it as a template to change or add or your own labels.

The Basic zone line actually provides the relationship between the time zone you are located in, Greenwich mean time, and the time which will be returned by the machine's operating system software. Some operating systems just know what time it is (the Macintosh, for instance). Others also know which time zone that time is for and may have an algorithm for dealing with things like daylight savings time (Sun and Xerox workstations, for instance). In the first case, you will need to change the number in the Basic line to the number of hours your time zone is different from Greenwich mean time. For instance, Pacific Standard Time is 8 hours behind Greenwich mean time, and therefore is -8. Pacific Daylight time, however, is 7 hours behind, so it would require a -7. In the second case, a basic entry of 0 is correct.

The first number after each clock label specifies the difference from Greenwich Mean Time in hours. To make the clock automatically handle switches between standard and daylight time, two more numbers may follow. They specify the starting and ending days of the year for daylight savings time (the number of the last day in a leap year on which the Sunday of changeover could fall). If there is only the time zone number, no dst calculation will be attempted.

Editing Clock List

"This is your list of clock labels with their time zone information."

The first entry (labeled Basic) is the number of hours the system clock (this generally depends on the operating system of the machine you are using) is different from a clock set in Greenwich Mean Time. This would, for example, be set to -8 for Pacific Standard Time, however, it should be set to zero in cases where the system clock keeps itself in Greenwich Mean Time.

This is followed by one or more clock entries, The format of an entry is an asterisk followed by the desired name of the clock, then a comma and a number specifying the difference from Greenwich Mean Time in hours. You may then optionally specify starting and ending days of the year for daylight savings time (the number of the last day in a leap year on which the Sunday of changeover could fall). If you do not specify any numbers for dst, no dst calculation will be attempted. Each entry must end in a carriage return.

To install time zones, edit the list below, then select accept on the middle button menu."

- *Basic,0
- *Greenwich Mean Time.0
- *London,0,91,274 "March 31, Sept 30"
- *Eastern Time Zone,-5,98,305 "April 7, Oct 31"
- *Eastern Standard Time,-5
- *Eastern Daylight Time,-4
- *Central Standard Time,-6
- *Mountain Standard Time,-7
- *Pacific Standard Time,-8
- *California,-8,98,305 "April 7, Oct 31"

When you are done editing the list, select accept from the middle button menu of the window. The clock list will be reinitialized according to its contents, and it will also update the user configuration file. Clocks which were already open on the screen will not be updated, but any new clocks you open will use the information specified. You may leave the window open and reedit, accept, and try clocks until you are satisfied with the results.

find



Concept

Enables the user to locate windows on the screen even though they may be completely covered by other windows.

Procedure

Select find from the screen right mouse button menu.

The titles of all windows are displayed in a popup menu which will remain on the screen until a mouse button is pressed and released again. When a mouse button is pressed while the cursor is over one of the window titles in the menu, the title tab of that window will be repeatedly flashed on the screen in its current location. If the mouse button is released over a title in the menu, the corresponding window will become the active window (it will displayed on top of any windows that were obscuring it and the cursor will be moved into it).

Effect Locates selected window.

garbage collect



Concept

To reclaim resources used by Analyst (memory and, where applicable, oops) that for some reason were not automatically released for reuse when they should have been. This has absolutely no effect on disk space.

The user may select this at any time. Good reasons for selecting it are: immediately before saving an image, a check of resources shows them getting low, the cursor indicates frequent compactions (changes to a black square or a vertical bar appears on the left and then the bottom of the cursor), experience.

The system will automatically do a garbage collect if it realizes it has a problem before too few resources are left to handle it. If a **space is low** notifier appears, it will have already garbage collected — you need to close some windows.

Procedure

Select garbage collect from the screen right mouse button menu. A garbage pile cursor will be displayed while the collection takes place. It may take anywhere from a few seconds to a minute or two to go through the entire system and reclaim resources. (The time depends on the type of machine and how much there is to be reclaimed).

Effect

When it is finished, the system will display at the top of the screen how much memory and oops were reclaimed. (Note that this really has no particular meaning on a Tektronix workstation).

idle start>

select & close
find
date & time >
version info
resources
garbage collect
idle start >
force login
collapse display
refresh display

Concept

Idle is what Analyst is doing when the screen is black and a picture is floating around on it. Idle's purpose is to cover the screen when the user is not present or is not using it. This serves both to protect the screen from being burned by displaying the same thing for a long period and to protect any displayed data. Map drawing, printing, and other processes that might take a while will continue even when Idle is active, but they will go more slowly.

Idle can either start automatically (the default is after 5 minutes of no user activity), or the user can use this menu option to manually start it. Once Idle is active, their are two different phases which affect what must be done to stop it. If the user chooses to start Idle manually with the normal option, or if Idle starts automatically, there will be a period of time (default is 30 minutes) during which moving the mouse or pressing any button or key will stop Idle and bring the regular display back immediately. If the user chooses to start Idle manually with the force login option, or if the period of grace time has passed, then a key or mouse button must be pressed to get the system's attention and the user will be forced to log in to Analyst again before the regular display will be restored. (A System Administrator may break in by logging in to the Away too long login QBox, but otherwise only the original logged in user will be accepted).

Procedure

Select Idle start>, Idle start> normal, or Idle start> force login from the screen right mouse button menu. Selecting only Idle start> (not moving out to either normal or force login) is a shortcut for selecting normal.

Effect Starts Idle immediately.

resources



Concept

This feature displays the current resources (memory, oops, and sometimes disk space) at the top of the screen. These meaning and usefulness of these values depends heavily on the machine configuration Analyst is being used on. Here are a few notes:

Xerox

All three have meaning. Less than 2000 oops, 150000 core (words of memory) is time to worry. Do not go below about 1000 disk pages.

Macintosh

Disk space is not indicated, check in Finder or use the Desk top disk accessory. Oops shouldn't be allowed to go below about 2000. Memory "core left" is actually in terms of bytes — 300000 left is time to really worry. Oops can be increased by a System Administrator by sending a Smallalk message. Memory can be increased before Analyst is started up by either putting more memory in the machine or reallocating memory usage by Finder or Multifinder.

Sun, Apollo

Disk space is not indicated — use df in a Unix shell. Oops shouldn't be allowed to go below about 2000. Memory "core left" is actually in terms of bytes — 300000 left is time to really worry. You can get more memory to start with by using the —f switch in the command that starts up Analyst from Unix.

Tektronix

Oops and core really have no meaning because the Tektronix implementation does not use oops at all, and the virtual memory grabs more as needed. The disk space indicator is simply a display of the Unix df command results.

Procedure

Select resources from the screen right mouse button menu.

Effect

The remaining memory, oops, and sometimes disk space are displayed at the top of the screen.

refresh display

select & close
find
date & time
version info
resources
garbage collect
idle start
collapse display
refresh display

Basic Concept

Sometimes something goes wrong and scroll bars or other debris are left stuck on the display or on top of other windows. This option redisplays the screen background and all the windows, resulting in the clean up of messed up window displays and leftover fragments.

Procedure

Select refresh display from the screen right mouse button menu.

select & close



Concept

Enables the user to select any number of the windows currently on the screen and close them all at one time.

Procedure

Select select & close from the screen right mouse button menu.

A multiple select popup menu will appear that lists the titles of all the windows on the screen. When a mouse button is pressed down while the cursor is over one of the window titles in the menu, the title tab on the window itself will highlight and fade, locating it on the screen. If the mouse button is released over the title of a window, that title will be left selected. Any number of the window titles may be selected. If you change your mind, you may deselect a window title by selecting it a second time.

When the title of each window to be closed is highlighted in the menu, move the cursor outside the menu and click the mouse button. Each window will be closed. If any window selected for closure has contents that have not been saved, a confirmer will appear for it. If you select no, that window will not be closed.

Effect

Closes the windows of all selected titles.

version info

select & close
find
date & time >
version info
resources
garbage collect
idle start >
collapse display
refresh display

Concept

Provides the history of the Analyst system you are running.

Procedure

Select version info from the screen right mouse button menu. Frame the window.

Effect

This window contains the details of when the Analyst system was created originally, what packages and fixes have been added to it, what source files it requires, and the names of users who have saved it (and thus potentially also changed it) and the dates and times of those saves. It also contains copyright notices and a serial number which identifies its origins to the Analyst creators.

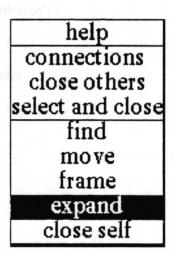
Analyst window menus

Window menus are used to control windows and edit their contents. They contain selectable commands which allow manipulation of the windows and their data.

Window right mouse button menus

The right mouse button is not a pane—specific menu; it is the same in all panes. Right mouse button menu functions are window functions. One of three different menus will appear depending upon whether the collapsed, open and user classifiable, or open and not user classifiable. The standard right mouse button popup menu for an open and user classifiable window is shown on the left. The menu on the right is obtained by pressing the right mouse button while the cursor is in a collapsed window.

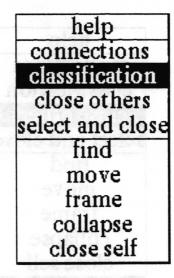
Const.	help
cor	nections
clas	sification
clo	se others
selec	t and close
Leiva T	find
South	move
	frame
C	ollapse
C	lose self



If an open window is not user classifiable the menu will appear as on the left except that **classification** will not be included. For example, the classification of Information Center folders, Outline data items, and Databases are derived automatically from their contents so users are not allowed to explicitly change the overall classification.

The following pages contain, in alphabetical order, detailed descriptions of each menu option in the right mouse button window menus.

classification



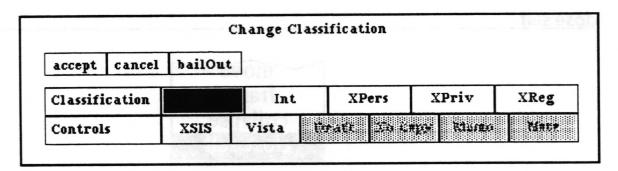
Concept

Enables the user to change the classification of the data item in the active window.

Procedure

Select classification from the window right mouse button menu. A Change Classification QBox appears for you to modify the Classification and Controls.

The list of classification levels and controls (or modifiers) will probably look different than the picture below. The choices available in the QBox are set up by the System Administrator.

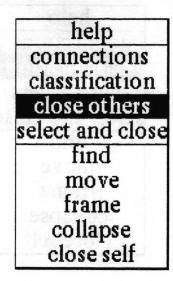


Select accept when you have set the classification as desired.

Effect

The classification bars on the top and bottom of the data window will change to reflect the new classification. If the data item has no classification there are no classification bars. The new classification will not be permanently recorded until you save the data item.

close others



Concept

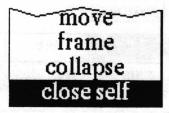
Enables the user to close all the windows on the screen except the one currently in use. This is a convenient way to clean up the screen.

Procedure

Select close others from the window right mouse button menu.

If any window being closed has contents that have not been saved, a confirmer for closing it anyway will appear. If no is selected, that window will not be closed.

close self



Concept

Enables the user to close (remove from the screen) the currently active window.

Procedure

From within the window you want to close select close self from the window right mouse button menu.

If the contents have changed since the window was opened or last saved, a confirmer may appear to ask if you want to close the window without first saving the contents. If you select no, the window will not be closed.

collapse

help
connections
classification
close others
select and close
find
move
frame
collapse
close self

Concept

This enables the user to collapse an open window down to its title tab. This is useful for keeping windows around for quick access without filling the entire screen.

Procedure

From within the window you want to collapse select collapse from the window right mouse button menu. (Collapse is only available on the menu when a window is open and active). The window will appear to collapse so that only the title tab is left. If this is the first time the window has been collapsed the title tab will now follow the cursor on the screen until you click a mouse button to place it. If the window has been collapsed before, the title tab will immediately be located in the former collapsed position.

connections

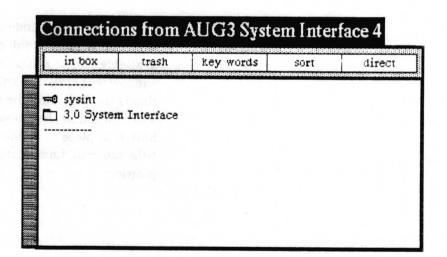


Concept

Provides easy access to every Information Center item connected to the item the window is displaying by a link of any type.

Procedure

Select connections from the window right mouse button menu. If the item displayed in the window is filed in an Information Center, an origin cursor will appear. Frame the connections holder window.

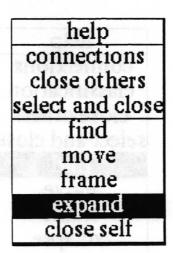


Effect

An Information Center connections holder window is created. The contents list contains every item linked to the item displayed in the window the connections request was made from. Both items with links to the item (for instance, the folder(s) the item is filed in) and items linked to from the item (for instance, the keywords) are included.

The items displayed in the holder can be opened or otherwise manipulated by the middle button menu in that window. See the *Information Centers* chapter for details on its use.

expand



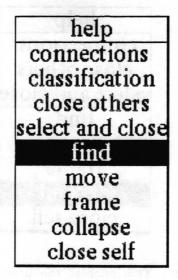
Concept

This enables the user to directly restore the window to its precollapsed size and location.

Procedure

Place the cursor in the title tab of the collapsed window you want to expand and select expand from the window right mouse button menu.

find



Concept

Enables the user to locate windows on the screen even though they may be completely covered by other windows.

Procedure

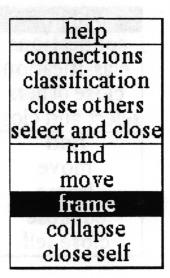
Select find from the window right mouse button menu.

The titles of all windows are displayed in a popup menu which will remain on the screen until a mouse button is pressed and released again. The window you are inside will be identified by the word me in parentheses to the right of the title. When a mouse button is pressed while the cursor is over one of the window titles in the menu, the title tab of that window will be repeatedly flashed on the screen in its current location. If the mouse button is released over a title in the menu, the corresponding window will become the active window (it will displayed on top of any windows that were obscuring it and the cursor will be moved into it).

Effect

Locates and activates selected window.

frame



Concept

Allows the user to resize and move a window unless its size is fixed. For fixed size windows, this option only allows moving the window.

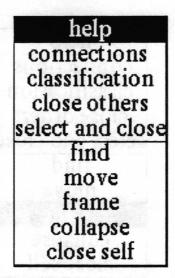
Procedure

Place the cursor in the window you want to frame and select frame from the window right mouse button menu. The cursor will change into the origin cursor.

If the window is a fixed size and cannot be resized, an outline of the window will be displayed. Move the origin cursor to where you want the top left corner of the window and press the left mouse button. If the window is of fixed size the window will now be redisplayed in the new location and the framing will be done. If the window is resizable, the cursor will change to a corner cursor and move down and to the right, marking the lower right corner of the window. Move this cursor to define the window size and shape, then release the left mouse button. The contents of the reframed window will fill the newly defined area.

Effect Redisplays the active window in its new location and dimensions.

help



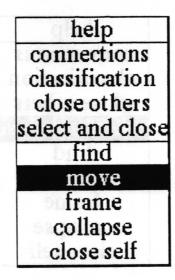
Concept

Provides a brief explanation of the window in general, and provides access to more detailed information in the on—line User Guide..

Procedure

Select help from the window right mouse button menu. If help information is available, an origin cursor will appear. Frame the help window. It will contain an overall description of the type of window help was requested from. It also will contain a reference which you can select and use the middle mouse button menu to ask for more help. It will go to the on—line User Guide and open it to that section.

move



Concept

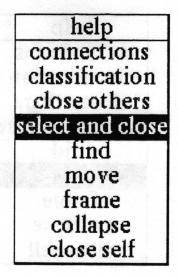
Enables the user to move a window to another location on the screen without altering its size.

Procedure

Place the cursor in the window you want to move and select move from the window right mouse button menu.

An outline of the window will appear, with the cursor assuming the shape of the nearest corner. Move the mouse to position the window outline on the screen, then click the left mouse button.

select and close



Concept

Enables the user to select any number of the windows currently on the screen and close them all at one time.

Procedure

Select select and close from the window right mouse button menu.

AUG3.03.0 System Interface AUG3.0 Info Center Information Centers AUG3 System Interface 4 (me)

A multiple select popup menu will appear that lists the titles of all the windows on the screen. The window you are inside will be identified by the word *me* in parentheses to the right of the title. When a mouse button is pressed down while the cursor is over one of the window titles in the menu, the title tab on the window itself will highlight and fade, locating it on the screen. If the mouse button is released over the title of a window, that title will be left selected. Any number of the window titles may be selected. If you change your mind, you may deselect a window title by selecting it a second time.

When the title of each window to be closed is highlighted in the menu, move the cursor outside the menu and click the mouse button. Each window will be closed. If any window selected for closure has contents that have not been saved, a confirmer will appear for it. If you select no, that window will not be closed.

Effect Closes the windows of all selected titles.

Window middle mouse button menus

Middle mouse button menus are specifically tailored to suit the particular window or pane in which they are used. In other words, they are pane—specific menus. Middle menu functions are pane functions. A typical text window popup menu is shown on the left. A typical graphics window popup menu is shown on the right.

again
undo
copy
cut
paste
save
strip CRs
search
hardcopy
annotation
fonts
utilities
file as new item

reset
accept
cancel
copy
paste
erase
invert
magnify
save
hardcopy

Help

In addition to the help you get on confirmers and notifiers other kinds of system help is available to the user. The kinds of additional help are listed below.

menu help

If you hold on a single menu choice for five seconds, a little box will appear at the top or bottom of the menu with a very brief description of what that menu choice will do. You can force the menu help to display immediately by pressing the left shift key.

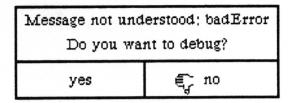
window help

When you select **help** from the right mouse button of a Analyst window, you will get a brief description of what that window is supposed to do and its layout. At the bottom of each help window there is a word or phrase to select which will be found in the on—line User Guide if **more help** is selected from the middle mouse button menu.

user guide

The text of the Analyst User Guide is available on line for you to use. Select User Guide from the screen middle mouse button menu. See the "User Guide" section of the "Screen middle mouse button menu" section in the *System Interface* chapter for more details on its use.

Error messages



If you ever get an error message this when a System Administrator is not available to look at it, select no to indicate you do not want to debug, and then select yes on the next confirmer to indicate that you would like to generate an error report.

Do you want to ge	nerate error report?
Æ	no

Please put in a brief description of what you were doing at the time the error occured. This information may help greatly in solving whatever problem you have incountered. This description together with some data from the system will be put into a file on the disk which will either print automatically or the System Administrator can access.

Please describe your actions before this error occured. Thank you,

I was just minding my business when this happened to me



You may, in most cases, then resume work.

Sometimes an error will occur repeatedly. If it does, try to think of another way to approach the problem. If it happens every time the system tries to display a window, you do not have to generate an error report each time, so select yes to the question of whether you want to debug. A window will appear. You might be able to get back into the troubled window if you can change its shape and/or size. From the screen third button menu you might try collapse display and then frame the troubled window to a different size. The ultimate solution is usually to use select&close on the third mouse button menu to close both the troubled window and the debugging window.

Glossary

accept The first of three command choices on a QBox window. Selection of accept in

a QBox results in the user's inputs being sent to the system to continue

whatever task has been requested.

background A type of processing which allows the user to continue interacting with The

Analyst while the background task is being completed. Printing is often done in the background to allow the user to continue working during the hardcopy

process.

cancel Cancel sets the contents of the current QBox values back to the set of initial

values when the QBox appeared.

click Press and immediately release a mouse button without moving the cursor.

clipboard The transportation medium for moving information within windows and

from one window to another. Items are usually placed in the clipboard with

copy and cut commands, and are taken out with the paste command.

confirmer Allows the user to reconsider a potentially destructive step and asks a yes/no

question about whether to proceed or abort the operation.

cursor A small pictorial shape displayed on the screen whose position is controlled

by moving the mouse. It assumes a variety of shapes to facilitate user

interaction and to indicate system status.

double click Click a mouse button twice in rapid succession without moving the cursor.

FIFO A user settable property for the clipboard, it means that the clipboard is

treated as a First In First Out stack, i.e. the first item copied into the

clipboard will be the first item taken out during a paste operation.

frame The right button menu command which allows one to expand or contract the

size of the application window.

graphics pad Screen middle button menu choice that provides convenient access to a new

sketch or chart editor.

idle When no user activity has occurred for a period of time, or when the user

wishes to cover the screen, the screen is blackened and the idle image is

displayed drifting across the screen.

idle image A user settable picture that is displayed when the system is in idle.

left mouse button

The mouse button used for pointing and selecting. It is used to position the text insertion caret and to select data and menu items.

left shift key

The shift key on the left hand side of the keyboard. (On some keyboards it is a completely different key (Apollo for instance). See the release notes.)

LIFO

A settable property for the clipboard, it means that the clipboard is treated as a Last In First Out stack, i.e. the last item copied into the clipboard will be the first item taken out during a paste operation.

menu

Enables commands to be executed by pressing and releasing a mouse button. The actual menu displayed is determined by the location of the cursor and by which mouse button is pressed.

middle mouse button

If pressed while the cursor is inside a window, a menu specific to the window pane is displayed. If pressed while the cursor is outside of all windows, a menu with general system level functions is displayed.

mouse

A pointing device with one to three buttons that is used for pointing, selecting, and drawing. If there are less than three physical mouse buttons, the second and/or third button is simulated using a combination of the two remaining buttons or keyboard keys.

notifier

A special window that provides information to the user. It may provide warning messages or signal the user that he has made a mistake.

pane

A rectangular sub-area of a window that is used for displaying or manipulating information that is associated with the window.

paste

Inserts, at the current selection, whatever information is currently in the clipboard.

popup menu

A menu which "pops up" at the location of the cursor when a mouse button is pressed. This refers specifically to the simplest type of menu, one that does not have sub—menus or scrollable lists, but it is generically used to refer to any such menu.

press and release

Press a mouse button and hold it down for a period of time before releasing it.

printing status

A window which gives information to the user about the progress of background printing. It indicates what is being processed and at what point in the process it is.

prompter

Requests a single line of text input from the user.

QBox

Requests the user to provide multiple, related pieces of information to the system in order to carry out desired instructions. Also called a question box.

reverse video

Displaying portions of the screen with white characters on a black background.

right mouse button

If pressed while the cursor is inside a window, a menu for window manipulation is displayed. If pressed while the cursor is outside of all windows, a menu that controls the overall screen and has other utility functions is displayed.

scratch pad

A simple text window for typing notes, memos, or any other text. Contents can be saved so that the next time it is opened by the same user, it will display whatever was saved.

screen menu

A system menu. A menu that appears when the cursor is outside of all windows and the middle or right mouse button is pressed.

scroll bar

A tall narrow rectangular area that appears on the left side of a pane when the cursor is inside that pane. Used to specify which part of the available information, usually text, you wish displayed in the pane.

scroll menu

Displaying only part of a long list of options at one time, it provides scrolling as the means for accessing other portions of the list.

select

To choose a menu item or a piece of text by pointing to it or drawing through it with the mouse while pressing a mouse button.

title tab

Attached to the top left corner of a window, it displays a name identifying the information displayed in the window.

tree menu

Consists of a top level menu and one or more sub-menus. Commonly used when there is a long list of available functions that can be broken down into logical categories.

undo

Reverses the effects of the last command. For instance, if text has been deleted, undo will put it back in.

user profile

A set of parameters for specifying user interface preferences and network access information. These parameters are stored in a user configuration file so that every time you log into the system, it will appear the way you left it. Preferences include screen color, system font, clipboard properties, and menu display options. Network access information includes printer name and file server name.

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Information Centers

The Information Center is the hub of the Analyst system and is probably the tool that you will find the most serviceable to a wide variety of needs. It is an *information management* device that places innumerable resources within easy reach of even the most inexperienced user. With the features, or tools, available to you in an Information Center, you can do everything from putting out a one—line memo to creating a comprehensive document involving sophisticated spreadsheets, graphs, maps, and illustrations in practically the time it takes to think through the idea.

Imagine the Information Center as the ideal office.

In one corner stands the efficiently organized file cabinet filled with stored raw materials, as well as intermediate and finished work. It is complete with cross – references, item references, key words, connections, and almost every other conceivable method of finding and retrieving just the right folder or individual item you might need.

Against the far wall is the library containing resources such as maps, charts, photographs, and any other relevant material that you have saved for future use.

A tall cabinet by the door holds tools to create charts, outlines, spreadsheets, databases, and maps at the tip of a finger.

At every turn you find yourself supplied with a list of alternate actions readily available to you through the use of popup menus.

Even the trash can is special because it allows you to retrieve incomplete or mistakenly – discarded documents, or remove them from the Information Center completely.

Another special and personal feature of the Information Center is its flexibility. It is as individual as you are: you will manipulate the available tools according to your own work habits, and not have to adjust to a rigid system. You are provided with everything needed to organize and use information in whatever style that best suits you, by calling up, manipulating, and creating items in a manner very close to old-fashioned, hands-on, pen and paper directness, while at the same time utilizing the speed, accuracy, and power of the latest technology: the best of both worlds!

This section, with its menu descriptions and illustrations, should help to make using your Information Center understandable and enjoyable.

Information center structure

When Analyst is started up, it makes a list of the Information Centers it has access to. Each center contains a list of *items*. The center's function is to keep track of those items by maintaining the structure of connections, or *links*, between them. Each link specifies a directional relationship between the two items it connects. For each link created between items by a user, the system creates and maintains an invisable backwards link so that each item can determine all the items which have links to it. The type of relationship specified by a link is determined by the link type. There are three system defined link types (contains, keyword, database) and users may define over 250 more in each Information Center.

By tradition, the fundamental structure of a center is a hierarchy of folder items which contain other folders and/or data items. A data item corresponds to one or more files on the disk which hold data. There are many types of data items, each of which has its own Analyst tool for display and editing. A few of the types of data items are spreadsheet, document, chart, and form. To assist in filing data items in folders in an orderly fashion and finding them again, folders and data items may refer to a third kind of item called a key word, which is simply a word or phrase chosen by the user.

The basic window used for viewing and manipulating a center is called a *folder window*. Each folder window provides an interface to one particular folder of the center, plus a number of general maintenance functions for the center. The folder at the top or root of a center is often referred to as the *top level folder*. The folder window displaying the top level folder has special significance for some functions because it implicitly has access to every item in the center, whether or not the item is actually contained in the hierarchy.

There is nothing that requires an item in a center to be maintained within that traditional folder based hierarchy. The items a folder contains are actually determined by a contains link from the folder to each item. A contains link is a system provided type of link used only for connecting folders to their contents. Key words are maintained by keyword links from the folder or data item to the key word item. The user is free to create his own link types and form whatever connections between items he thinks will be useful. While the basic user interface to Information Centers is still heavily tied to the folder hierarchy structure based on contains links, alternative views provide the tools for viewing and or manipulating connections of all link types.

Information center management

Information Centers are the storehouses of the user's data and tools. The user is free to create as many Information Centers as are needed to accomplish the task at hand in the user's individual working style.

accessing existing Information Centers

All existing Information Centers are accessed from an Information Centers access window. This window is created by selecting Information Centers from the system middle mouse button menu. This menu is always available by pressing the middle mouse button in any area of the display screen not occupied by a window.

Information Center	S
Graphics Pad	
Scratch Pad	1
User Guide	
User Profile	Þ
Log out	

Releasing over the Information Centers menu choice will bring up the Information Centers window containing the title of each Information Center available to you. This window will remain on the screen until it changes or you close it.

Information Centers

FullDemo	Demonstration	Misc	Humble
conrad	conrad kendall		Scavenge
Make New Center			

Select the Information Center you want to open by moving the cursor over the box containing the name of the center and clicking the left mouse button. (If you hold the left mouse button down instead of clicking you will find that you can move the cursor over and highlight the various names without any action being taken until the mouse button is released).

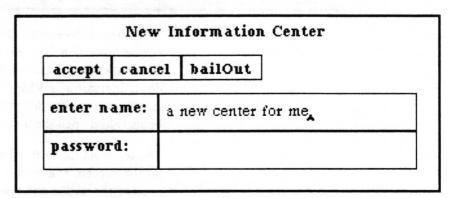
The top level folder for that center will be opened. If it is already on the screen, the cursor will jump into that folder and it will become the active window. If the folder is not already open, you may see the read cursor as Analyst reads the center structure into memory, and then the origin cursor will appear, prompting you to use the left mouse button to frame the folder window.

in box trash key words sort direct Classifications ChangesToAnalyst2-1 Adding a Font to DocSys SA Guide System Administrator Guide Style Sheets Templates Moving files around

creating new Information Centers

The first time you access Information Centers, Make New Center and Scavenge will be the only two choices you see. Make New Center enables you to make new Information Centers. Scavenge is a special purpose Information Center which has three basic uses. It is used to recover information which was lost or mistakenly discarded, to destroy information from the system disk, and to fetch information from other sources.

Selecting Make New Center produces the QBox shown below. Type in a name and password of your choice. The password protects your Information Center from unauthorized access by other users. As the creator, you become the *owner* of the Information Center and will never be asked for the password. You will need to remember whatever password you provide, however, to provide to any other user you wish to be able to access it. A password is not required. If you leave the password fillin box empty, the Information Center will have no password.



Upon selecting accept or typing a carriage return after entering the password, the Information Center list window is closed and the newly created Information Center's top level folder is opened for you.

saving Information Centers

When you log out of Analyst after a working session, all of the Information Centers that you have used during that session will be saved to disk. This insures that all of the changes you made to them during the course of this session are saved for you.

Any Information Center may be saved to disk whenever you want by using the **save info center** menu choice on the **maintenance** > branch of any folder's middle mouse button menu. After saving, the center folder window(s) will remain on the screen.

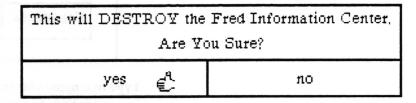
Any Information Center may also be closed and saved to disk whenever you want by using the close info center menu choice on the maintenance > branch of any folder's middle mouse button menu. With this menu choice, all windows that were opened from that center will be closed and the Information Center will be removed from memory.

destroying Information Centers

Only the owner of an Information Center may destroy it.

Destroying an Information Center also means destroying all of the data items within that center that are not also filed in some other Information Center.

Any Information Center may be destroyed by using the **destroy** info center menu choice on the maintenance> branch of any folder's middle mouse button menu. After confirmation of the user's desire to destroy that center, it and all of its data will be removed irreversibly from the disk.



After the Information Center is destroyed, the Information Center list window will be reopened with the list of remaining Information Centers.

Data management within a center

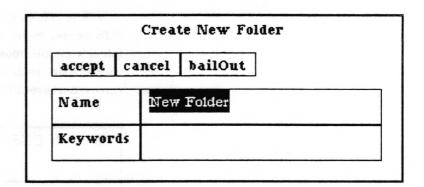
Information Centers organize and manage all a user's data. Each Information Center contains the same tools for data manipulation and communication, and has the same data management structure. The data manipulation tools enable you to create text files, documents, spreadsheets, forms, databases, outlines, and reports. This data is managed through the use of cross referencing, key words, and connections (links), organized in a structure represented as a hierarchy of folders and data items. This management structure is flexible. That is, you can specify which connections and relations you wish to apply to each specific Information Center.

creating new folders

New folders are created by selecting the folder choice from the create > branch of any existing folder's middle mouse button menu



This selection gives you the Create New Folder QBox shown.

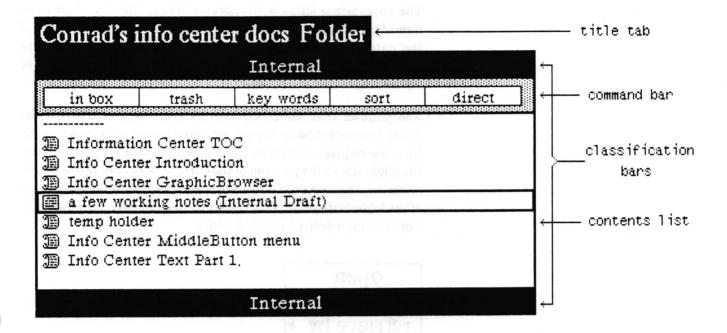


Type in a name and any key words you want for your folder. The key words have two uses: to support automatic filing of new items with the same key words into this folder, and to search for items and folders by key word.

Upon selecting **accept** the newly specified folder will be inserted above the currently selected item in the folder that the create request was made from. If nothing was selected in that folder, the new folder will be placed at the end of the list.

folder window layout

Each Information Center folder has the following components: a title tab, a command bar, and a contents list pane. In addition the folder, if classified, will have classification bars at the top and bottom of the folder window displaying the current classification of the folder's contents.



title tab

The title tab displays the name of the folder.

command bar

The command bar contains five buttons accessing commonly used folder functions.

contents list

The folder contents list shows all the items contained in this folder. When a folder is first created, this list is empty.

classification bars

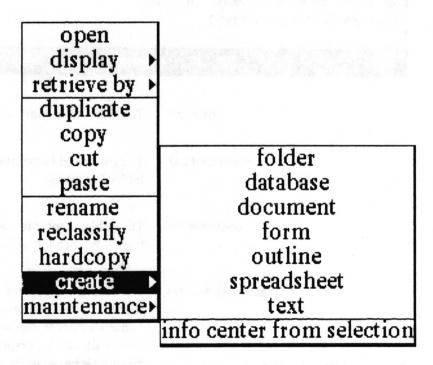
The classification bars of the folder will be displayed showing the highest classification of the folder's contents. If none of the folder's contents has any classification, the folder classification bars will not be displayed. This classification of the folder is automatic based upon the folder's contents and may not be set by the user.

creating new data items in folders

Data items contained in an Information Center can be made by using the folder middle mouse button menu. Select create > and without releasing the mouse button move the cursor off to the right to select from the submenu the specific type of data item you want to create.

The appropriate QBox will appear allowing the new item to be named and key words applied to it. Any other characteristics of the data type that need to be specified at creation time are explained in detail in the section on the "folder middle mouse button menu" under create >.

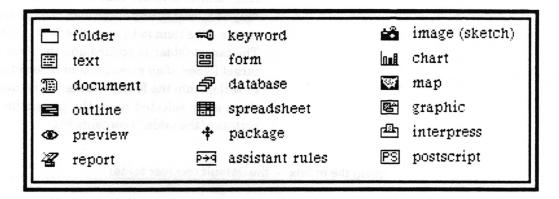
The position that the newly created data item occupies in its folder is determined by the current selection in that folder at the time the request was made. The new item will be inserted into the folder above the position of the current selection. If there is no selection, the new item will be placed in the folder at the bottom of the folder's item list. This allows the user to position data items exactly where desired within a folder.



After the new item is inserted into the folder it will be opened on the display screen for the user. The user will see the origin cursor and may then position the new window in the desired place on the screen.

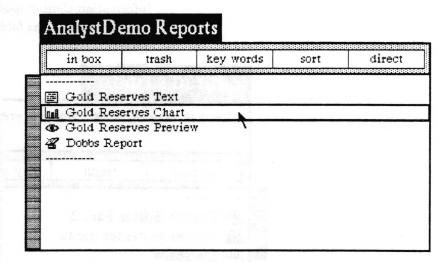
the data item icons

Every kind of data item in the Analyst is iconically identified when it is stored in an Information Center. These icons help the user to find data by giving an indication of the type of data attached to the label that the user sees in the folder's contents list.



The table above shows the icons used by the Analyst to tag the different data types. Additional icons may be added to the system as new tools are added to the Analyst.

opening data items and folders



To view the contents of an item in a folder, first use the left mouse button to select it, then press the middle mouse button and select **open** from the popup menu. You will then be prompted by the origin cursor to indicate where on the display screen you want to locate the upper left corner of the window you are about to open. After moving the cursor to the desired spot press the left mouse button and hold it down. You will now see the lower right corner cursor and with that you can size the window. When you get the window to the size you like, release the left mouse button and the window will be opened on the screen.

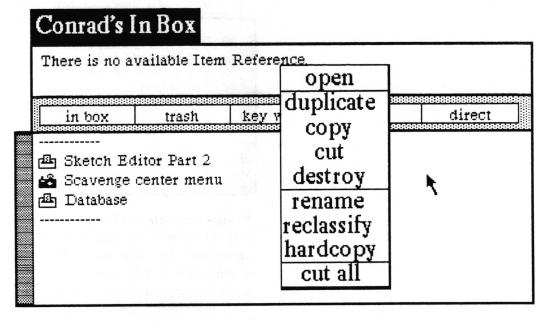
An alternative to using the open command on the menu is to place the cursor over the item in the folder and double click the left mouse button. The origin cursor will then prompt you to frame the folder window.

moving data items and folders

Any item in a folder may be moved about within that folder or may be moved to any other folder in the same center or to another center. The item to be moved is first cut from its current location. The target folder is opened and the item is pasted into it. In the target folder, if an existing item is selected, the item being pasted in will go into the folder's contents list above the selected item. If there is no selected item, the pasted item will be added at the bottom of the folder's contents list.

using the in box - the default receiver folder

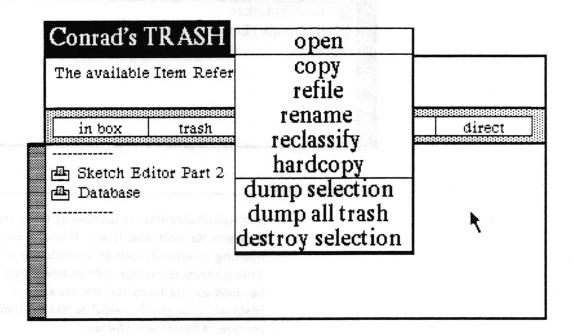
The in box is a default receiving folder. Data items are automatically filed into Information Centers by a key word match. The in box receives any items sent to an Information Center which did not have a key word match with the key word of a folder. This includes mistyped and misspelled key words as well as items having no key words associated with them. To view the items received by an Information Center, but not listed in the Information Center itself, select in box from the command bar and frame the in box folder.



The above menu allows you to properly file away these items wherever you want in your center.

using the trash - the safety net folder

Each Information Center has its own trash folder. Trash collects all data items cut from that Information Center which are not filed in any other folder in that Information Center. This gives you an opportunity to determine final dispensation, and to recover items accidently cut. To view cut items, select trash from the command bar pane of any folder.



protecting data items and folders

The first level of protection for data within an Information Center is the password that the center's owner may assign to the center. Anyone other than the owner will have to give the correct password to gain access to a protected center.

Within a center, the owner of the center may lock selected items so only he may see them. Select the data item or folder from the list, then select lock/unlock from the maintenance > branch of the folder middle mouse button menu. The word [locked] will appear between the icon and the label of the selected item indicating to the owner that this item is now locked. Locked data items are protected from anyone but the Information Center's owner. A non—owner that has been granted access to that center will not even see the locked items because they will be excluded from the folder's contents lists. In the folder below, one item is locked and the center owner has it open.

in box	trash	key words	sort	direct
III) PS Test	erand remains	196		
big-guy				
	ormattedEx	penseVoucher		
🗐 testbigpic	ture			
[template] Internal M	emo Format		

template data items

A template data item is marked by the word [template] appearing between its icon and label. When a data item is a template, opening it actually causes a duplicate to be made and opened. This protects the original from modification while allowing it to be used as the basis for the creation of many new items. For instance, it might be useful to have a template document which contains a basic memo format.

You may designate any data item (unless it is locked) to be a template by selecting the item in its Information Center folder and then selecting toggle template from the maintenance branch of the folder's middle mouse button menu. The [template] designation will be added to the item's display. You may cause any item which already is a template to lose this property by selecting it and then selecting the same menu item. The [template] word will be removed from the display of the item label.

classification of folders

The classification of folders is handled by the system and is based on the highest classification of any item in that folder. The user cannot set a folder classification.

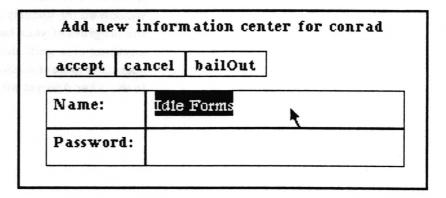
classification of data items

The user may make changes to the classification of most item types in the system, but the user cannot set the overall classification of a database, document or a folder as those items acquire their classification from their contents. Select the item that you want to apply a classification change to and use reclassify on the folder middle mouse button menu. You will get the following QBox which allows you access to the Name and Keywords of the selected item as well as its Classification. All current settings for that item will be displayed in the QBox as its default values.

accept	cancel	bailOut		
Name	- 120 130 E	a data item	k	
Keywor	ds	w is tileday.		
Classific	cation	(as ab ac	Internal	Person al
	tava garan redao ap	Sensitive	Registered	
Controls		Draft	No Copy	Memo

spawning a new Information Center

Many times in the life of any project, it grows big enough to be split into parts. The Information Center allows you to do this to your data by allowing any item or folder to be converted into an independent Information Center. Simply select the item or folder you want to become the new center and use info center from selection on the create branch of the folder middle button menu. You will see the same QBox as that used in the creation of a new empty center. Give your new center a name and a password if desired, and it will be created and opened for you.



The old center is still unchanged so you might want to go back to it and delete the items that are now in the new center, but that is up to you.

sending a data item to another analyst user

Users can send Analyst data items and folders of items to one another if their workstations are connected by an ethernet and the System Administrator has performed the necessary setting up. Select the item or folder that you want to send to another user and select send selection from the maintenance > branch of the folder middle mouse button menu. Depending on how your network has been configured, a Set File Server Name QBox may appear for you to designate the location of the other user's mailbox. After accepting it, or if that step was unnecessary, you will see a QBox listing all of the other users that you may send data to. Select the people that you want to send the item to and accept the QBox.

If you are on a Xerox workstation, you will then be prompted to open a window on the underlying operating system so that you can track the progress of your send request. You will not be able to do anything else until this request has been completed. From this operating system window you may abort your request and return to the other Analyst windows.

When sending is complete, each selected user can *fetch* the data you have sent using **fetch new files** in their Scavenge Information Center. See the "Scavenge center" section for details.

backing data up to a file server

On Analyst workstation systems that have a fileserver available on the network, users can back up all or part of their Information Centers to their accounts on the file server. Selecting the item or folder to be backed up, use backup selection from the maintenance > branch of the folder middle mouse button menu. You will see a QBox listing all of the file servers that you have access to. Select the file server that you want your data to go to, accept the QBox and your data will be stored on that file server.

If you are on a Xerox workstation, you will be prompted to open a window on the underlying operating system so that you can track the progress of your backup request. You will not be able to do anything else until this request has been completed. From this operating system window you may abort your request and return to the other Analyst windows.

External additions of items to a center

key word filing

When you create a folder in your Information Center structure you can assign key words to it. Key words are words or phrases that are meaningful to the contents of the folder. Keywords can be added to existing folders using the **rename** function on the folder middle mouse button menu.

Using these key words you may file data items automatically into these folders from other windows in the Analyst. For instance, data that is received from any of the terminal emulation windows may be filed into selected centers using key word matching.

	File re	quest	
accept cancel	bailOut		
Name:	daily report	i i	
Keywords:	report, major ais	rport,security	
Info center:	DocSys	to ea	FullDemo
	Demonstra	tion	Misc
	Humble	1	conrad
	Piersol	1	
Classification	o provid e poeta. I de la e La va a l'ascella ji missi	Internal	Personal
	Sensitive	Registered	
Controls	Draft	No Copy	Memo
Filing Method:	manual		auto

In the above example the item called daily report will be classified Personal, filed into FullDemo and Demonstration Information Centers using *report*, *major airport*, and *security* as key words. If there are no key word matches in the target centers, the item daily report will be filed in the inbox of each center.

saving a new unfiled data item

A new data item that was not created in an Information Center folder (a new sketch or chart, a template copy, a database report, etc.) may be filed into any Information Center by using the save command on the main middle mouse button menu. The standard File Request QBox will appear and the user should fill in the target centers, key words and classification.

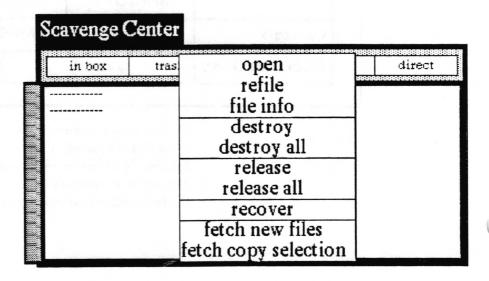
filing portions of existing data items

Many of the tool windows allow the saving of all or a selected portion of their contents into a new data item through use of a file it away or other alternative command menu command. See the documentation for the specific tool for complete details.

Scavenge center

The Scavenge center is a special purpose Information Center. It has three basic uses: to recover data items which were lost or discarded, to destroy the files of data items from the system disk, and to fetch data items from other sources. It has three basic activities: getting data items into the center, finding out about those data items, removing those data items from the center.

The Scavenge center is opened by selecting Scavenge in the Information Centers access window which is obtained by selecting Information Centers on the system middle mouse button menu. Because any items remaining in the center are automatically dumped from the center when a user logs out of Analyst, the center folder will always be empty the first time it is opened. Aside from its name, the Scavenge center folder is also distinguishable by its especially thick window border.



recovering lost data items

Data items which exist on the disk but are not contained in at least one Information Center can be found by using **recover**. When data items are dumped from the trash folder of an Information Center, they are simply detached from that center. If an item is created but the machine crashes before the Information Center is saved, the item will be on the disk, but not in any center. In either case, **recover** will find them and put them in the Scavenge center.

Select **recover** from the menu. You will get a QBox listing all the data types. Select the data types you wish to look for on the disk.

		Se	lect Scavenge	Гуреs	
accept	cancel	bailOut			
data ty	pes:	text	document	outline	report
		form	database	spreadsheet	image
		chart	map	graphic	interpress
		postscript	preview	package	

After selecting accept, Scavenge will get a list of all items in every Information Center. As it does this, you will see the message, "~I am getting all active data items~". It will then search the disk for all the files of the selected types. For example, if you selected document, scavenge looks for all document files on the disk. As it does this, you will see the message, "~I am now searching for document files~". It then compares the two lists. Any documents found on the disk which are not in any Information Center will be added to the list of items in the Scavenge center.

fetching items sent to you

If an Analyst user has sent data items to you using the menu option maintenance > send selection in one of their Information Centers, this is how you get that data into your Analyst. Select fetch new files from the Scavenge center menu. Depending on how your network has been configured, a Set File Server Name QBox may appear for you to designate the location of your mailbox. (If it does, your System Administrator should have informed you of the correct selection). After accepting it, or if that step was unnecessary, Analyst will go out and retrieve any

data items that had been sent to you and add them to the Scavenge center.

(If you are on a Xerox workstation, you will be prompted to open a window on the underlying operating system so that you can track the progress of your fetch request. You will not be able to do anything else until this request has been completed. From this operating system window you may abort your request and return to the other Analyst windows.)

looking at the data items

The **open** menu option in the Scavenge center works the same way as in any Information Center folder — it opens a window of the appropriate type on the item. The **file info** menu option displays some information about the file or files used by the data item.

moving an item to a regular Information Center

To file an item back in a regular Information Center, select the item and then select the middle mouse button menu option refile. This will bring up a File request QBox for you to verify or change the label and keywords and select which Information Center(s) to put it in. After selecting accept, the item will be filed in those centers and removed from the Scavenge center.

destroying old data items

Select a data item, then select **destroy** from the menu. Since destroying a data item is a final step which will eliminate that data item forever, you must verify your decision by answering a confirmer.

Destroy will remove 🏻	Info Center Text from	the disk, Are you st	ire?
yes	F	no	

If you have a lot of items in the Scavenge center that you want to destroy, you can get rid of all of them at once by using **destroy** all, but you must be careful since there is no turning back. If there are a few items in the list that you do not want to file in an Information Center but also do not want to destroy, you can simply remove them from the list without damaging them by using release.

Finding items in a center

results are put in a holder

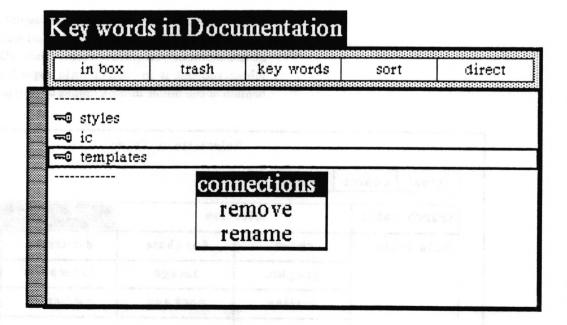
There are numerous ways to search all or part of an Information Center for a particular item or combination of items. The results of a search are usually presented in a *holder* window. A holder is like a folder, except that a holder is temporary — it only exists during the time it is displayed on the screen. The borders of a holder window are twice as thick as those of a folder to assist in idenification. A folder can be created from a holder by using the **make folder** option in the holder's middle mouse button menu.

key word search

The key word that you assign to items and folders as an aid to filing items in the correct folders can also be used as a retrieval aid. There are two ways of using key words for data search.

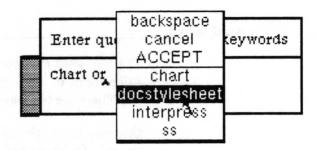
One way to search using key words is by the **key words** button on the folder command bar. This will bring up a holder containing all of the key words used in this center.

Selecting one of the key words in this holder and using the connections menu choice will give you another holder containing all of the items and folders in this center that have the selected key word.



Another way to search using key words is via the key words menu choice on the retrieve by > branch of the folder middle button menu. Everything in the hierarchy of the selected folder will be searched. This means the entire center will be searched if it is initiated from the top level folder with no selection.

A querier will appear for you to enter a query consisting of one or more key words linked by the conjunctions and, or, and not, or or not. The key words in the querier menu are all the keywords used by the items that will be searched. When you have selected all the words you want, select ACCEPT. If any items are found which match the keyword query, an origin cursor will prompt you to open a holder containing all the found items.



For example, you can specify that you want every item that has the key words chart or docstylesheet. Analyst will look for any item with either 'chart' or 'docstylesheet' as a key word. If it finds any such items, it will create a holder containing them.

data type search

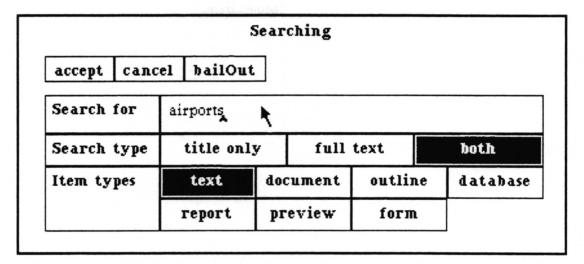
A data type search will look for all the data items of a particular type. For example, you know what you want is a spreadsheet but at the moment you cannot recall what title you gave it or what folder you put it in. Select data type from the retrieve by branch of the folder middle mouse button popup menu.

		Select Data Type	· S	
accept cance	l bailOut			
search path:	sele	ection	center	
data types:	chart	datahase	document	form
	graphic	image	interpress	map
	outline	package	postscript	preview
	report	spreadsheet	text	

In the Select Data Types QBox, search path: allows you to choose whether to just search the folder hierarchy starting with the selection in the folder you are in, or to search the entire center. In the data types: field, you may select any number of the data types. Select accept to initiate the search. If any items of the selected types are found, an origin cursor will prompt you to open a holder containing all those items.

label and full text search

A label or full text search is useful when you just know the title of an item or want to find all items in a center that contain a certain word in either the title, key words or body text. To initiate this type of search, select the folder to be searched (the entire center will be searched if it is initiated from the top level folder with no selection) and then select search in the retrieve by > branch of the folder middle mouse button menu.



In the resulting **Searching** QBox, you enter what you want to search for in the **Search for** field, and select whether to only search item labels (title only), the full textual contents, or both of those. For full text searching, you need to choose which data types you want the full text search to run against. This is because a full text search can take lots of time so you want to be able to limit the items searched.

In the above example, a search of all titles and a full text search of all text items will be done for the word 'airports'. The items that are found as a result of this search will be returned in a holder.

center search from a data item

Once you are in a data item you might want to search your Information Centers for some data that you can use in the report you are currently writing. All text panes in data windows in the Analyst provide the menu item search on their middle mouse button menu. This will first allow you to select the center you want to search and then, using the same search capability described above, to search the selected center for any occurrence of the desired phrase.

connection tracing

Data items can be related to one another by links or connections that you the user have made. These connections can be traced by using the **connections** function of the right mouse button menu in any Analyst data window. A holder will be created listing all of the other items linked to the one you made the connections request from.

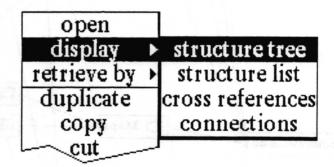
Alternative views on a center

There are at least four ways, other than opening folders, to look at the contents of an Information Center. A structure tree browser graphically shows the current interconnections between items in the center. A structure list view will present the contents of a center in an outline format. A tree menu on the contents of an Information Center can be obtained from several locations. Each of these alternative views will be discussed below.

structure tree browser

A structure tree browser graphically displays all the items connected to the starting item by one or more types of links. This is the only window that allows you to actually see the structure of link types other than *contains*, which is the link type used to define the hierarchy of folder contents.

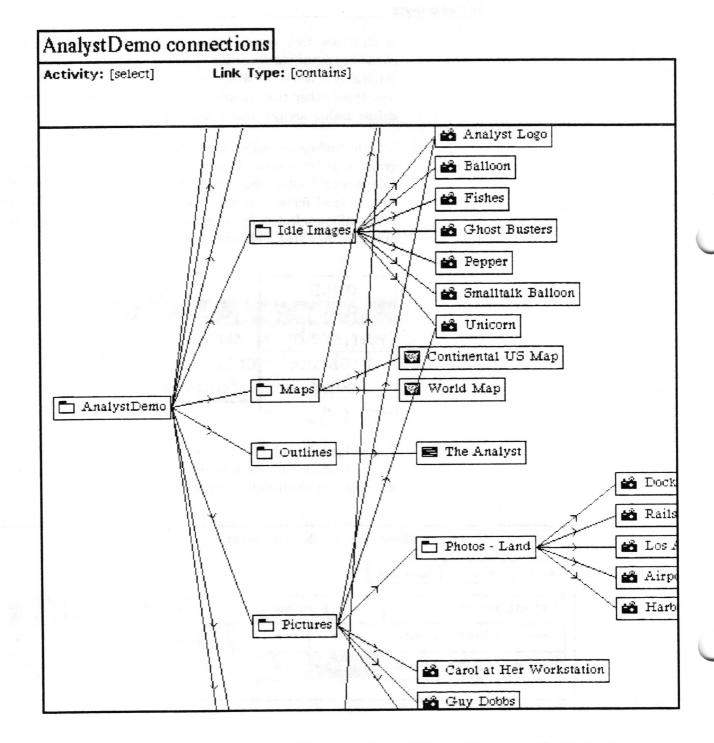
Start by finding and selecting the item you want as the root of the graph in an Information Center folder. You can graph the entire Information Center (not including inbox and trash) by being in the top level folder (the one labeled 'centername Info Center') with nothing selected. Select structure tree from the display > branch of the folder middle mouse button menu.



You will get the following connection type QBox with the default values as shown. If you have created your own link types, they will appear in the list after **keyword**.

accept cancel bailOut	L					
Layout Style:	horizontal			vertical		
Forward Link Types:	none	all	contains	database	keyword	
Backward Link Types:	none	au au	carretolus	101223	100.000	

Layout Style: allows you to select in which direction the graphical browser will be layed out. For browsing over any structure that has more than a few elements it is better to use the vertical choice. You may also select which link directions and link types you want to view. Both of the Forward and Backward Link Types: fields are multiple choice unless all or none is selected. After selecting the desired parameters, select accept. After some thought, the origin cursor will appear to prompt you to frame the structure tree browser window. A structure tree window from the AnalystDemo Information Center is shown below as an example.



window layout

Every structure tree browser window has two panes. The *link* controls pane at the top contains two menu choice fields, Activity: and Link Type:. The graph pane below it contains the graphical display. The label of each item is displayed in a box. Each link between items is displayed as a line with an arrowhead at its midpoint to indicate the direction.

Depending on the size of the window and the size of the graph, this pane may show only a portion of the graph at a time. To see another area of the graph, you need to use the scroll option on the middle button menu in that pane.

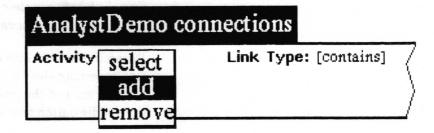
The values in the two fields of the link controls pane determine what will happen when the left mouse button is pressed in the graph pane.

selecting items and the middle button menu

When Activity: is set to its default value, select, clicking the left mouse button while the cursor is over an item will cause it to be selected. Many of the middle mouse button menu options in the graph pane operate on the selected item. The menu options that require a selection are: open, copy, cut, links, move > one item, move > branch, and utilities > spawn tree. The hardcopy option will operate on the selection, or if nothing is selected, hardcopies the graphic pane. All of the other menu options do not care what is selected. For the details of using each menu option, see the "structure tree browser middle button menu" section of this chapter.

adding and removing links

To change the value of **Activity:** or **Link Type:**, press either the left or middle mouse button down while the cursor is over the field value and select from the resulting menu.



In this window, links between items are created or removed by:

- a. Setting the value of Activity: to either add or remove.
- b. Setting the value of the Link Type: field to the type of link to be added or removed.
- c. Pressing the left mouse button down with the cursor is over the item the link comes from (the item will become highlighted).
- d. Continuing to hold the button down while moving the cursor to the item the link goes to (it will also become highlighted).
- e. Releasing the mouse button.

If the activity is add and no error is given, a link will be displayed between the two items. If the activity is remove and a link of the indicated type and direction does not exist, no action will be taken. Otherwise the display of the link will be erased. If you now go back into regular Information Center folders, they will be updated to reflect any changes.

filtering which link types are shown

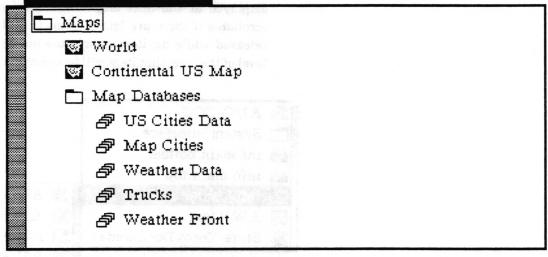
If you initially asked for more than one link type to be graphed, you can redisplay the existing graph showing a different set of link types by using the **utilities** > filter links option in the graph pane's middle mouse button menu.

Since links of a particular type are frequently widely dispersed in an Information Center, it might be impossible to get more than one of them in any one graph window unless you also graph contains or another link type. Once the graph is drawn, however, you probably could not tell which link is of what type without being able to filter the display.

structure list view

Displays the hierarchical structure of the Information Center in outline form. This make a convenient hardcopy format for viewing the structure of an Information Center and it a useful tool for finding an item by its title.

Structure of Maps



Every structure list view has a middle mouse button popup menu with two available options. You can select any item in the structure list and then use the popup menu.

open allows you to view the selected item.

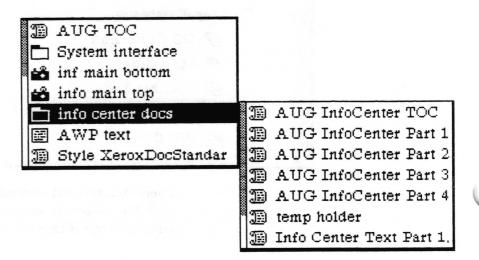
hardcopy enables you to print the selected item without first opening it for viewing. If there is no selection, you can hardcopy the structure list view itself.

tree menu access

There are now several places where a tree menu on the contents of an Information Center can be obtained. Selecting an item in one of these menus will cause the item to be opened — providing a quick way to get to something without opening all the folders between it and the top level of the Information Center. They also provide a quick means of browsing the structure of an Information Center.

direct menu access

The direct menu button in every Information Center folder window brings up a tree menu which displays the contents of that folder on the top level of the menu, with the contents of each folder within it available at the next level of the menu, and the contents of each folder within it on the next level, and so on. Bring the menu up by pressing the left mouse button while the cursor is over direct. By highlighting a folder in the menu and then sliding to the right, the contents of that folder will be displayed at the next level. Each level of the menu becomes scrollable if there are lots of items in it. If the mouse button is released while an item is selected on the rightmost displayed level of the tree, that item will be opened.



Information Centers access window

If you click the middle mouse button while the cursor is over the name of a center in the window obtained by selecting **Information Centers** on the system middle mouse button menu, the top level folder of that Information Center will be the root of the resulting tree menu.

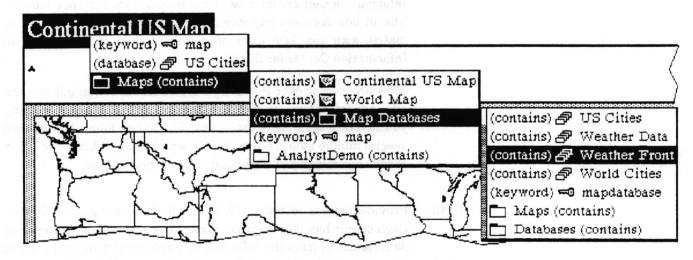
Information Centers				
Demonstration	Misc	Analyst		
Humble	Pierso1	Assistant-Dem\		
Information Centers Style Sheets	Scavenge	Make New		
Templates	[template] AUG	[template] AUG Glossary Template		
Moving files around				
🗖 IN BOX	[template] AUG Main Text Template			
TRASH	[template] AUG TOC Template			

link menus access

A more complex tree menu which displays all the items connected to the root item and also the link type and direction of each connection is available in two places:

- a. The title tab of any Analyst window. If you press the middle mouse button while the cursor is inside the area of the title tab on any Analyst window, the Information Center item being displayed in the window will be the root of the resulting tree menu. This means the top level of the menu will consist of the items which are directly connected to the item in the window. You will see where the item is within the structure of the center from the point of view of the item.
- b. The **links** menu option in the structure tree browser window. By using this menu option on a selected item, the selected item will be the root of the resulting tree menu.

In these menus, the link type is displayed in parentheses next to the label of the item. The link type is displayed to the left of the label if it is a forward link from the level above. The link type is displayed to the right of the label if it is a backwards connection.



In the picture above, the data item Continental US Map has a forward keyword type link to the key word map, and a forward database type link to the database US Cities. It has a backwards contains link to the Maps folder because it is located in the Maps folder.

Moving to the right of the Maps folder, the connections to the Maps folder were displayed on the next level of the menu. It shows that the Maps folder contained two maps and a Map Databases folder. It also has a keyword link to the map key word. It has a backwards contains link to the AnalystDemo folder, because that is the folder it is located in.

Moving to the right of the Map Databases folder, the connections to it were displayed in a scrollable menu (notice the little scroll bar). We could theoretically continue moving to the right forever, moving back and forth and repeating paths through the center, but in reality Analyst would eventually run out of the resources necessary for remembering all the menus.

Folder command bar

Every folder has a command bar in it with five functions available for convenient access: in box, trash, key words, sort, and direct.

Documentation Info Center

in box	trash	1.530.000.000		1
IN OOK	trasit	key words	sort	direct

in box

Provides access to the in box of this Information Center. The in box is the default receiving folder for the Information Center. Each center has its own in box. Data items can be filed into Information Centers by a key word match from external sources. The in box receives any item which does not have a key word match with the key word of a folder when it is sent to an Information Center for filing.

Move the cursor over the **in box** choice on the command bar and click the left mouse button. An origin cursor will appear allowing you to locate and frame the in box. The in box folder has its own special middle mouse button menu, which is described in detail in the "in box folder menu" section later in this chapter.

trash

Provides access to the trash folder of this Information Center. Each center has its own trash folder. The trash folder collects all data items cut from the Information Center which are not filed in any other folder in the Information Center. This gives you an opportunity to determine final dispensation, and to recover items accidently cut.

To view the trash, select **trash** from the command bar. An origin cursor will prompt you to locate and frame the trash folder. The trash folder has its own special middle mouse button menu, which is described in detail in the "trash folder menu" section later in this chapter.

key words

Creates a holder containing all the key words known to this Information Center. Using the holder, you can select a key word and get a list of all data items connected to it.

To view the key words in an Information Center, select key words from the folder command bar. Frame the resulting holder to see the listed key words. The key word holder has its own special middle mouse button menu, which is described in detail in the "keyword holder middle mouse button menu" section later in this chapter.

sort Alphabetizes the folder contents list.

Select **sort** from the command bar. The list of entries in the folder will be arranged in alphanumeric order. A useful effect of this sort is that the data types will also be grouped together.

direct

This function provides a menu approach to browsing or opening the items in an Information Center. It will start at the folder you are in and present its contents as the top level of a tree menu, with the contents of its folders as submenus.

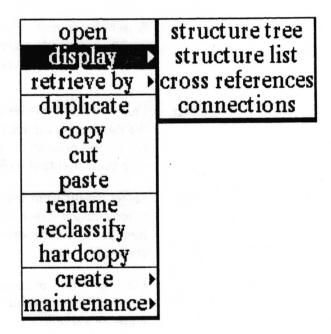
Select direct from the command bar and while holding the left mouse button down traverse the tree menu until you find the item you want. Release the mouse button and that item will be opened for you.

For more information, see the sub-section of this chapter entitled "direct menu access" within the section "Alternative views on a center".

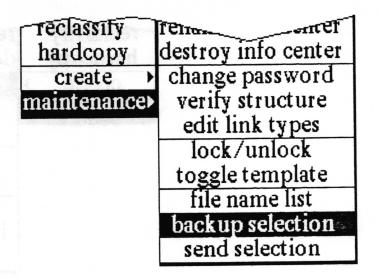
Folder middle mouse button menu

When the cursor is located anywhere within the contents list pane of a folder window, pressing on the middle mouse button obtains a tree menu of the folder's content manipulation functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle mouse button menu. This section is intended to be reference material on how each menu choice works.



backup selection



Concept

Backup an item, folder, or entire Information Center to a directory matching the user's Analyst login name on a file server.

Procedure

To backup a particular data item or folder, select that item in a folder list. To backup the entire Information Center, go to the top level folder of the center and make sure nothing in it is selected. Then select backup selection from the maintenance > branch of the folder middle mouse button menu. A Set File Server Name QBox will appear. If it is not already selected (the default), select the name of the file server to use and accept.

If you are on a Xerox workstation, you will be prompted to open a window on the underlying operating system so that you can track the progress of your backup request. You will not be able to do anything else until this request has been completed.

Effect

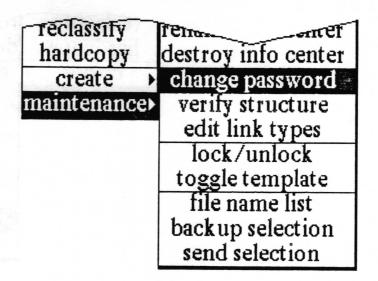
Each file associated with the current selection is copied to the file server unless a file of the same name and the same or newer creation date is already there.

The System Administration documentation contains exact details on how this works and on what files and directories/folders need to be set up for this command to function properly.

Related topics

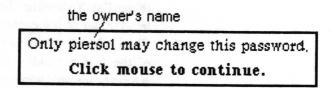
file server, System Administration

change password



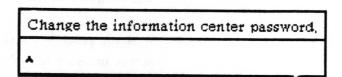
Concept

Allows the owner of an Information Center to change its password. Only the owner of an Information Center may change its password. Any one else will see the following notifier.



Procedure

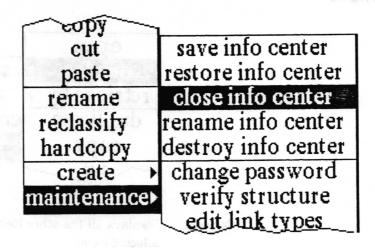
Select change password from the maintenance > branch of the folder middle mouse button menu. Type the new password followed by a carriage return into the fill - in that appears.



Effect

The password of the Information Center is changed, but the change will not become permanent until the center is saved. Once it has been saved, anyone other than the owner who attempts to open the center will be required to provide the new password.

close info center



Concept

Saves, closes all the windows, and removes from memory the Information Center from which this menu choice is made.

Procedure

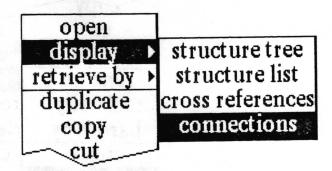
Select close info center from the maintenance > branch of the folder middle mouse button menu.

Effect

Every open window of the Information Center, and every data item open on the screen from it, will be closed. If any of the open items have been altered and not yet saved, the user will be notified with a request to take appropriate action with that data item before the center will be closed.

When all of the pending actions on the data items have been completed, the center will be saved to disk and removed from memory.

connections



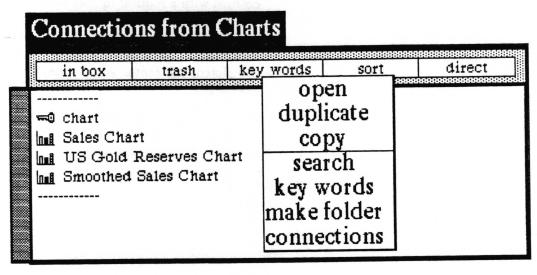
Concept

Displays all the other items connected by any kind of link to the selected item.

Procedure

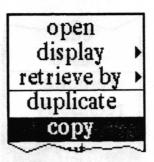
Select the desired item in the folder, then select connections from the display> branch of the folder middle mouse button menu.

This will open a connections holder listing all the items linked to the selected item. (Except that connections to the in box, trash, and top level folder of the center will NOT be listed). For example, the holder shown below shows the connections on a folder named Charts.



The connections holder has a popup menu enabling further manipulation of the listed items. **Make folder** is the only function available in holders that is not also available in folders. It will convert this temporary holder into a folder which may be filed in the Information Center.

copy



Concept

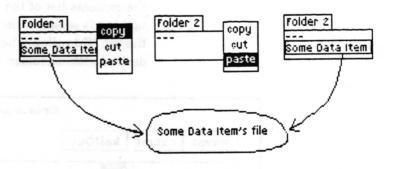
Makes a copy of the selected item and places it into the clipboard. This doesn't create a new item; it allows additional references to the same item to be placed into other folders.

Procedure

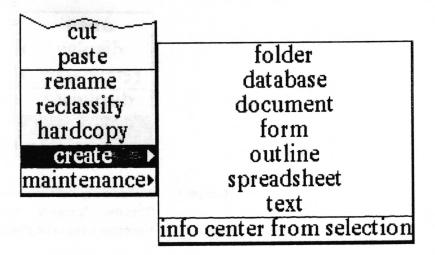
Select an item from a folder, then select copy from the folder middle mouse button menu.

Effect

Creates another reference to the same item. You can then paste it into other folders in this center and/or in other centers. Some tool windows also allow pasting copied Information Center items. The diagram below shows that after a copy and paste, 'Some Data Item' is still the same data item, just referenced from another location.



create>



This option enables you to create a new empty data item and place it directly in an Information Center folder. Not all the data item types can be created this way, usually because they cannot be created empty. This option also allows creation of a new Information Center containing everything in the current selection.

create new item or folder

Fill in the QBox that appears when any of the data item types are selected. A new empty data item of the selected type will be created and opened. The newly created item will be inserted into the contents list of the folder just above the current selection. If nothing is selected, the new item will pe added to the bottom of the list. This allows the user to position data items exactly where desired within a folder.

		Create nev	w form		
accept cancel	bailOut				
Name	form				
Keywords					
Classification	3 4 3 3	Int	XPers	XPriv	XReg
Controls	XSIS	Vista 1			Allers

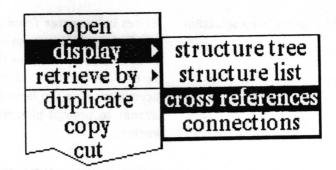
create > (continued)

info center from selection

Select info center from selection from the create > branch of the folder middle mouse button menu and type the name and any password you want into the resulting QBox, then select accept. A new Information Center will be created with the current selection as its top level folder's contents. An origin cursor will appear to prompt placement of the top level folder of the new center.

accept	cancel	bailOut
Name:	A N	New Info Center
Passwor	d:	

cross references



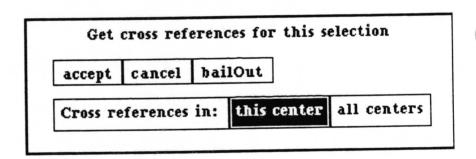
Concept

Displays where the selected item is in all the Information Centers.

Procedure

Select the item you want to find all other references to and then select cross references from the display> branch of the folder middle mouse button menu.

The QBox that next appears enables you to select whether the cross reference list is to be made from from the Information Center you are in, or from all Information Centers.



Effect

If there are any cross references and this center was selected to be searched, the other references will be displayed in a folder. If all centers was selected, a text window will appear with a report of all the cross references found.

This was the result of looking for all references to Continental US Map:

'Continental US Map' is in folder 'Maps' in center 'AnalystDemo'
'Continental US Map' is in folder 'Maps' in center 'Demonstration'

cut



Concept

Cuts the selected item from the folder and puts it in the clipboard and trash.

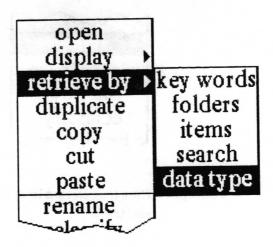
Procedure

Select an item in a folder, then select cut from the folder middle mouse button menu.

Effect

Removes the selected item from the folder it is in and places it in the clipboard. It will also place the selection in the center's trash bin. It will be removed from the trash if you subsequently paste it in a folder.

data type



Concept

Enables you to search for a data item if you know what type of data it is. For example, if you know it's a chart, all the charts in the Information Center will appear in a holder.

Procedure

Select data type from the retrieve by > branch of the folder middle mouse button popup menu.

Before the search begins you will get a QBox enabling you to select which types of data you want to search for.

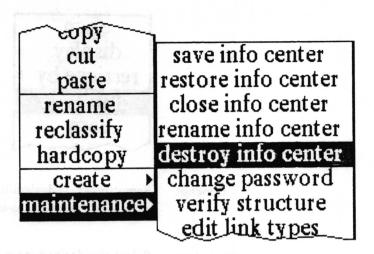
		Select Data Type	5	
accept cancel	bailOut			
search path:	sele	ction	cen	ter
data types:	chart	datahase	document	form
	graphic	image	interpress	map
	outline	package	postscript	preview
Ī	report	spreadsheet	text	

Selecting center will cause the search to include everything in the Information Center. Selecting selection starts the search from the selection in the folder you are in, or at the folder you came from if no specific data item is selected. You may select more than one item type to search for. You will get a holder containing all the items found.

Effect

Displays in a holder a list of all the data items of the specified data types found in that Information Center following the specified search path.

destroy info center



Concept

The owner of an Information Center may destroy it and the data that it contains.

Procedure

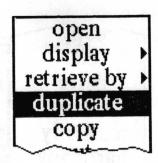
Select destroy info center from the maintenance > branch of the folder middle mouse button menu. Since this is potentially one of the most drastic things that you can do in the system, there is a confirmer that will appear giving you a chance to reconsider.

ſ	This will DESTROY the	Conrad Information Center,			
١	Are You Sure?				
I	yes €	no			

Effect

Destroys the Information Center and deletes from the disk every data item contained in that center that is not also referenced by another center. Data items referenced by other centers are left on the disk. The process of destroying a center may take awhile because it needs to check for each data item in all the other centers.

duplicate



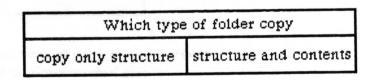
Concept

Sometimes it is desirable to make a completely separate new copy of an item which can be edited without affecting the original.

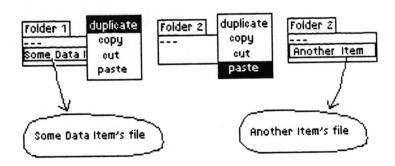
Procedure

Select the desired item in the folder and select duplicate from the folder middle mouse button menu. A QBox will appear for entry of a label and key words for the duplicate item. If the item being duplicated is a Spreadsheet, you will be required to provide a label which has not been used for any other Spreadsheet.

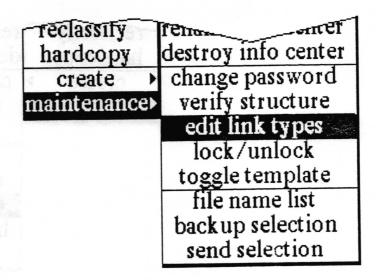
If the item being duplicated is a folder, the following confirmer will appear. If you want to duplicate the folder and any folders within it, but leave out the data items within them, then select copy only structure. If you want to make a duplicate of every item in the content hierarchy of the selected folder, then select structure and contents. Be careful with the later, since it may take lots of time and disk space, depending on what is being duplicated.



Effect Duplicates the selected item and puts the new item into the clipboard and trash, ready to be pasted wherever needed.



jedit link types



Concept

Allow the user to create or destroy link types. When two items in an Information Center are connected by a link, the type of the link defines the nature of the relationship between the items.

Procedure

Select edit link types from the maintenance > branch of the folder middle mouse button menu.

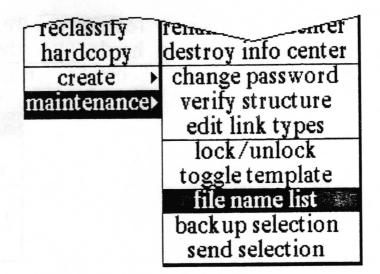
The resultant QBox has two fields. To create a new link type, type the name for the link type in the Add Connection Type: field and accept the QBox. To delete one or more existing link types, select the name(s) of the link type(s) to remove in the Remove Connection Type: field and then accept the QBox. A confirmer will appear for each link type being deleted.

	In	formation	Center Con	nections	
accept	cancel	bailOut			
Add Con	nection	Туре:	acquaintan	ce k	
Remove Connection Type:		source	collateral	reference	

Effect

Adds or deletes an Information Center link type. When a link type is deleted, all of the links of that type between items in the Information Center are also removed.

file name list



Concept

Lists into a simple text window all the file names associated with the current selection.

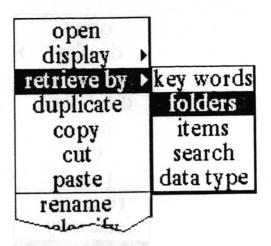
Procedure

Select file name list from the maintenance > branch of the folder middle mouse button menu.

Effect

A simple text window is opened which contains the list of all file names associated with the current selection. The file names are separated by spaces. This list can be particularly useful to system administrators to use in moving or backing up files and/or debugging problems.

folders



Concept

Creates a single list containing all of the folders in the current selection.

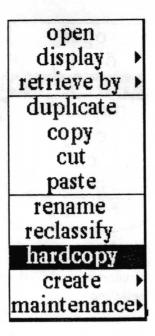
Procedure

Select a folder and then select folders from the retrieve by > branch of the folder middle mouse button menu.

Effect

Opens a holder window that contains every folder in the current selection. If nothing is selected in the top level folder of the center, every folder in the center will be listed. This allows you to directly access a folder without having to follow the filing scheme the center has. If a data item was selected, the system will ask whether it should be opened.

hardcopy



Concept

Allows a hardcopy to be made of a selected data item without having to open the item. If a folder is selected, allows making a hardcopy of a representation of the structure or a hardcopy of each item.

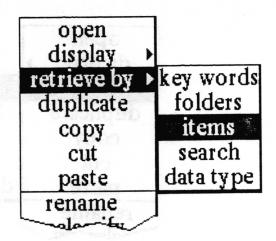
Procedure

Select the item and then select hardcopy from the folder middle mouse button menu. If the selected item is a folder, choose from structure or each item. If the item can be hardcopied directly in this manner (without opening it) a Hardcopy QBox will appear. If you chose to hardcopy each item in a folder, the QBox will appear in turn for each item that can be hardcopied directly.

Effect

The selected item is hardcopied. The structure of a folder is printed in a format similar to the representation displayed in a structure list view.

items



Concept

Creates a single list containing every data item in a selected folder.

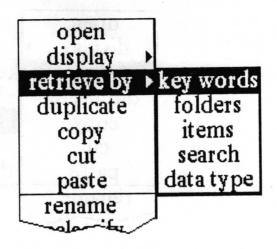
Procedure

Select a folder and then select items from the retrieve by > branch of the folder middle mouse button menu.

Effect

Opens a holder window that contains every data item in the current selection. If nothing is selected in the top level folder of the center, every data item in the center will be listed. This allows you to directly access a item without having to find it in the filing scheme of the center. If a data item was selected, the system will ask whether it should be opened.

key words



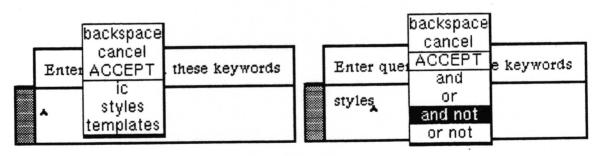
Concept

Enables construction and use of a query for searching an Information Center or selected folder by key words.

Procedure

To search the entire Information Center, go to the top level folder and do not select anything. Otherwise, select the folder to search hierarchically. Select key words from the retrieve by > branch of the folder middle mouse button menu.

Unless the items in the selection have no key words, a querier will appear. The querier contains two menus. The first is a list of the possible key words. The second is a list of four conjunctions to use between the key words.

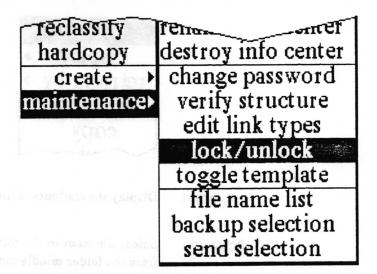


For example, you can specify that you want every item that has the key word styles and not templates. When you have formed the query you want, select ACCEPT. If any matches to the query are found, an origin cursor will prompt you to open a holder containing them.

Effect

Creates a holder containing every item in the selection that matches the criteria specified in the query. If the selected item is not a folder, the user will be given the option of opening the item.

lock/unlock



Concept

A toggle switch which allows the owner of an Information Center to lock or unlock selected items. If an item is locked only the owner of the center will see it. The item will not appear in the center when the logged in user is anyone other than the center owner.

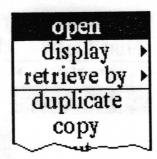
Procedure

Select a data item from the list, then select lock/unlock from the maintenance > branch of the folder middle mouse button menu.

Effect

If the user is not the center owner, a notifier will appear and nothing more will happen. If the item was not locked, the word [locked] will appear between the icon and the label of the selected item indicating to the owner that this item is now locked. If the item was locked, the word [locked] is removed from the label of the item and other users will again have access to it.

open



Concept Display the contents of the current selection.

Procedure Select the item in the folder that you want to view. Select open from the folder middle mouse button menu. Frame the window on the screen.

Effect Displays the selected item in the appropriate tool window.

paste



Concept

If the contents of the clipboard is an Information Center item, this will place it in the folder.

Procedure

The position that the pasted item will occupy in the folder is determined by the current selection in the folder. The item will be inserted into the folder above the position of the current selection. If there is no selection the item will be placed at the bottom of the list. When you have the desired location in the folder selected, choose paste on the folder middle mouse button menu.

Effect

If the clipboard contains an Information Center item which is not already in the folder, it will appear in the folder at the indicated location.

reclassify



Concept

Changes the classification of those item types that have a user settable classification. The user can not set the classification of a database, outline, document or folder because those items aquire their classification from their contents.

Procedure

Select a data item from a folder, then select reclassify from the folder middle mouse button menu. If the item can be classified by the user you will see the following QBox, except that the possible choices in Classification and Controls may be different. (Those choices depend on the Classification Scheme being used, which is determined by a System Administrator).

	1	Edit this tex	t's label	
accept	cancel	bailOut		
Name		a data item	1	
Keywor	ds			
Classification			Internal	Personal
		Sensitive	Registered	
Control	s	Draft	No Copy	Memo

The initial values in the QBox will be the current settings from the item. You may change the name and key words of the item as well as setting the classification. Change them to be what you want now and accept the QBox.

Effect The new name, key words, and classification are applied to the selected item.

rename



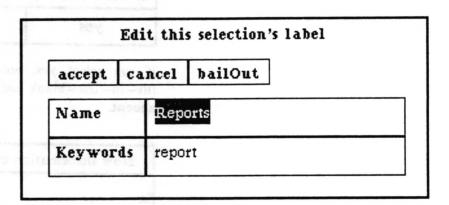
Concept

Allows changing of the name or key words of the selected item.

Procedure

Select an item from a folder, then select rename.

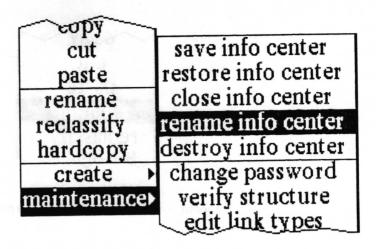
The original name and key words appear as the initial values in the QBox. Enter the name and any key words you want into the QBox, then select accept. The Keywords line has a menu choice key words on the middle mouse button menu that will bring up a querier containing the list of key words currently available in this center. This is useful for remembering exactly what keywords are already in use. You may select them from this list without having to type them in again.



Effect

The name and key words of the selected item will be changed. If the item is a spreadsheet you will be required to enter a name which has not already been used for a spreadsheet. Occasionally, a data item will have been renamed in another Information Center but the old name will still appear in the center you are in. When you select rename, the QBox will show the new name as the default.

rename info center



Concept

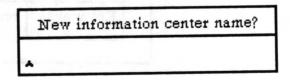
Allows the owner of an Information Center to rename it.

Procedure

Close any windows that are open on data items in the Information Center. Select rename info center from the maintenance>branch of the folder middle mouse button menu. If you are the owner of the center, a confirmer will appear.

Rename Misc Information Center?				
yes	no			

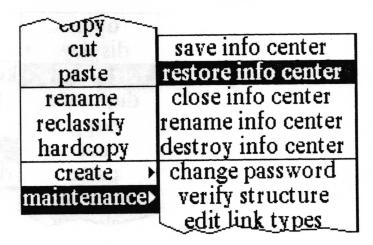
If you select yes, enter the new name in the resulting fill-in-the-blank and then type a carriage return or select accept.



Effect

The Information Center will be saved and then renamed to the new name.

restore info center

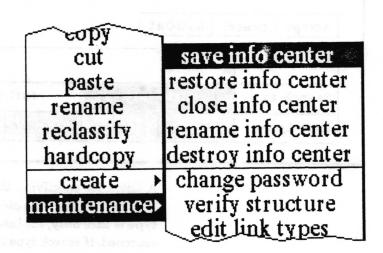


Concept Restores the Information Center to its last saved structure.

Procedure Select restore info center from the maintenance > branch of the folder middle mouse button menu.

Effect Resets the Information Center structure to its last saved state.

save info center

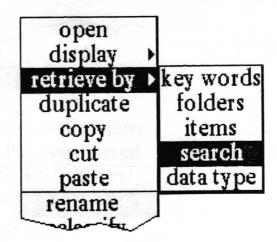


Concept Saves the Information Center structure to a file.

Procedure Select save info center from the maintenance > branch of the folder middle mouse button menu.

Effect Writes the current state of the Information Center to its disk file.

search

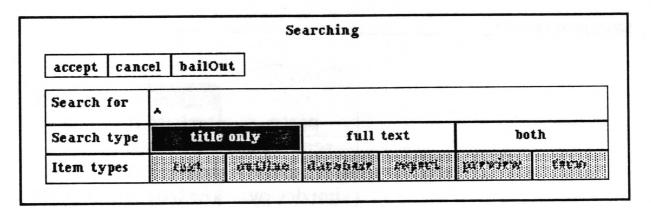


Concept

Enables finding an item with only partial information. For example, you can search by typing in a partial title or a key word.

Procedure

To search the entire Information Center, go to the top level folder and do not select anything. Otherwise, select the folder to search hierarchically. Select retrieve by > search from the middle mouse button popup menu.

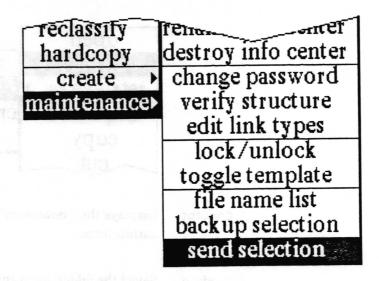


A QBox for specifying the details of the search will appear. In Search for, enter the piece of text you want to look for. If Search type is title only, the label and the key words of each item will be searched. If search type is full text, then all the textual contents of the items with a data type selected in the types in Item types list will be searched. (The Item types field becomes active only if a full text search will be done). If both is selected, both titles and keywords and all the text of the indicated item types will be searched.

Effect

If any items match the specified search, a holder containing those items will be created and an origin cursor will prompt framing the window.

send selection



Concept Sends data items to other Analyst users.

Procedure

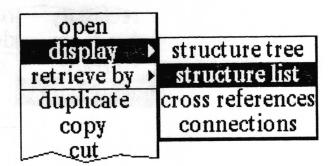
Select the data item from the folder that you want to sent to another user, then select send selection from the maintenance > branch of the folder middle mouse button menu. Depending on how your network has been configured, a Set FileServer Name QBox may appear for you to designate the location of the other user's mailbox. After accepting it, or if that step was unnecessary, you will see a QBox listing all of the other users that you can send data to. Select the names that you want to send the item to and accept the QBox.

If you are on a Xerox workstation, you will be promped to open a window on the underlying operating system so that you can track the progress of your send request. You will not be able to do anything else until this request has been completed or you abort it using that option on the middle button menu.

Effect

When sending is complete, each selected user can get the items you have sent by using fetch new files in their Scavenge Information Center. See the "Scavenge center" section for details.

structure list



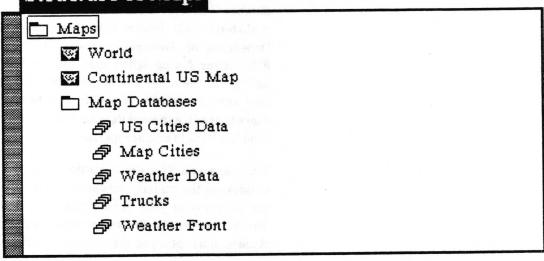
Concept

Displays the hierarchical structure of the Information Center in outline form.

Procedure

Select the folder you want to see, select display > structure list from the middle mouse button menu and then frame the window.

Structure of Maps



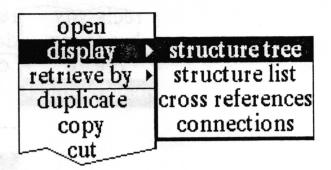
Every structure list folder has a middle mouse button menu with two available options. You can select any item in the structure list and then use the menu.

open allows you to view the selected item.

hardcopy enables you to print the selected item without first opening it for viewing. If no selection is present, the structure list view itself may be hardcopied.

Related topic "structure list view"

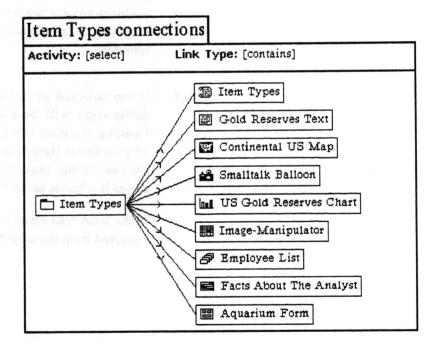
structure tree



Concept

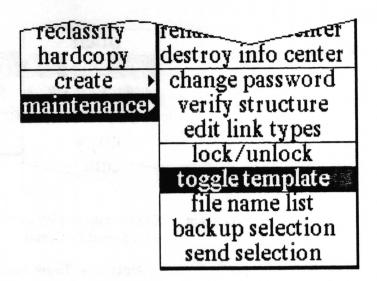
Graphically display items and the connections between them in an Information Center.

Procedure To get a structure tree browser window for a folder, first select it, then select structure tree from the display branch of the folder middle mouse menu. If you want to display the entire folder as a structure tree browser make sure that no item is selected and the browser will start at that folder. After selecting the desired parameters in the QBox, select accept. An origin cursor will prompt you to frame the window. A simple structure tree is shown as an example.



A more detailed description of this window can be found earlier in this chapter in the section titled "structure tree browser" which is within "Alternate views on a center". Details of the menu choices available in the structure tree window are described in the "structure tree browser middle mouse button" section later in this chapter.

toggle template



Concept

A data item may be designated as a template so that opening it will actually cause a copy to be made and opened. Making an item a template protects it from modification while allowing it to be used as the basis for the creation of many new items.

Procedure

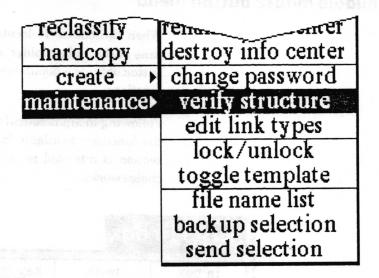
Select a data item and then select toggle template from the maintenance > branch of the folder middle mouse button menu to switch it to a template or to change it back to not being a template.

Effect

If the selected data item was not a template, the [template] designation will be added to the display of the item's label. Opening the item will cause a duplicate to be made and opened. The duplicate item is temporary so, if the user chooses to save it the system will require it to be filed into a center and, if the user closes it without saving, it will be destroyed.

If the item was already a template, the [template] word will be removed from the display of the item label.

verify structure



Concept

Confirms that all items contained in this Information Center are referenced.

Procedure

Select verify structure from the maintenance > branch of the folder middle mouse button menu.

Effect

Confirms that all items contained in the Information Center are referenced. If any unreferenced items are found, they are placed into the inbox of the center. If no unreferenced items are found the user sees the following notifier.

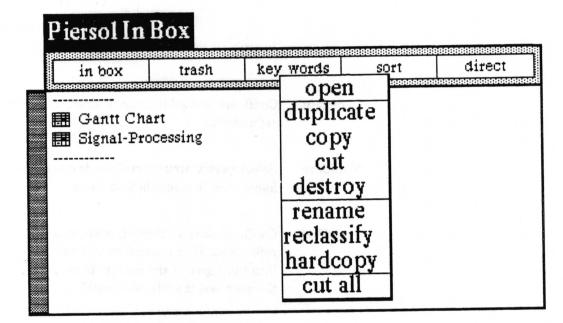
This center is OK

Click mouse to continue.

In box middle mouse button menu

When the cursor is located anywhere within the contents list pane of the in box folder window, pressing on the middle mouse button obtains a popup menu of the in box's content manipulation functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.



copy



Concept

Makes a copy of the selected data item and places it into the clipboard. This doesn't create a new data item; it allows additional references to the same data item to be placed into other folders.

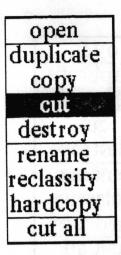
Procedure

Select an item in the in box, then select copy from the middle mouse button menu.

Effect

Creates another reference to the same data item. You can then paste the reference into other folders in this center and/or in other centers. Once it is pasted into another folder in the same Information Center, it will automatically be removed from the in box.

cut



Concept

Cuts the selected item from the in box and puts it in the clipboard and trash.

Procedure

Select an item in the in box, then select cut from the in box middle mouse button menu.

Effect

Removes the selected item from the in box and places it in the clipboard. It will also place the selection in the center's trash bin. This insures that this item will not be lost if the user forgets to paste this item into a folder. It will be removed from the trash if it is subsequently pasted into a folder.

cut all

open
duplicate
copy
cut
destroy
rename
reclassify
hardcopy
cut all

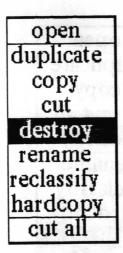
Concept Cuts all of the items from the in box.

Effect

Procedure Select cut all from the in box folder middle mouse button menu.

Removes all the items from the in box and places them in the center's trash folder. If the clipboard is set to keep a single entry (the default), the last item in the list will be left in the clipboard. If the clipboard is keeping multiple entries (LIFO or FIFO), then all the items cut will be placed in the clipboard in the order in which they appeared in the in box's contents list.

destroy



Concept

Destroy is used to permanently remove the file of a data item from the disk.

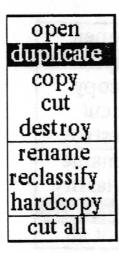
Procedure

Select the item that you want to remove from the disk and then select destroy from the in box middle mouse button menu. Since this command will eliminate that data item forever, verification will be required.

Destroy will remove IC:	2 from the	disk, Are you sure?
yes		no

Effect The file corresponding to the selected item is removed from the disk.

duplicate



Concept

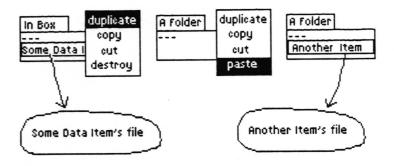
Sometimes it is desirable to make a completely separate new copy of a data item which can be edited without affecting the original.

Procedure

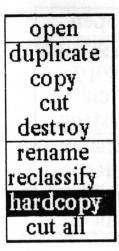
Select the desired data item in the in box and then select duplicate from the middle mouse button menu. A QBox will appear for entry of a label and key words for the duplicate item. If the item being duplicated is a Spreadsheet, you will be required to provide a label which has not been used for any other Spreadsheet.

After the QBox is accepted, the selected data item is duplicated, creating a totally new data item on the disk. The new data item is put into the clipboard and the trash, ready to be pasted into any folder.

Effect Creates a new separate data item.



hardcopy



Concept Allows a hardcopy to be made of the selected item without having to open the item.

Procedure Select a data item, then select hardcopy from the in box middle mouse button menu. Fill out the hardcopy QBox that will appear.

Effect The selected item is hardcopied.

open

open
duplicate
copy
cut
destroy
rename
reclassify
hardcopy
cut all

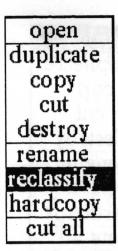
Concept Display the contents of the current selection.

Procedure

Select the item that you want to view. Select **open** from the in box middle mouse button menu. Frame the window on the screen.

fect Displays the selected data item in the appropriate tool window.

reclassify



Concept

Changes the classification of those item types that have a user settable classification. The user can not set the classification of a database, outline, document or folder because those items aquire their classification from their contents.

Procedure

Select a data item, then select **reclassify** from the in box middle mouse button menu. If the item can be classified by the user you will see the following QBox, except that the possible choices in **Classification** and **Controls** may be different. (Those choices depend on the Classification Scheme being used, which is determined by a System Administrator).

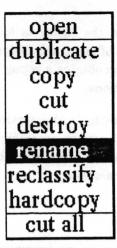
		Edit this tex	C.2 Tanet	
accept	cancel	bailOut		
Name		a data item	· ·	
Keyword	ls			
Classification			Internal	Personal
	Ī	Sensitive	Registered	
Controls		Draft	No Copy	Memo

The initial values in the QBox will be the current settings from the item. You may change the name and key words of the item as well as setting the classification.

Effect

The new name, key words, and classification are applied to the selected item.

rename



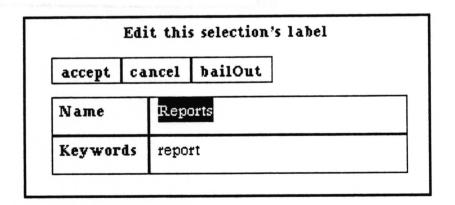
Concept

Allows changing of the name or key words of the selected item.

Procedure

Select an item in the in box, then select rename.

The original name and key words appears as the initial values in the QBox. Type the name and any key words you want into the resulting QBox, then select accept. The Keywords line has a menu choice key words on the middle mouse button that will bring up a querier containing the list of key words currently available in this center. This is useful for remembering exactly what key words are already in use. You may select them from this list without having to type them in again.



Effect

The name and key words of the selected item will be changed. If the item is a spreadsheet you will be required to enter a name which has not already been used for a spreadsheet.

Trash middle mouse button menu

When the cursor is located anywhere within the contents list pane of the trash folder window, pressing on the middle mouse button obtains a popup menu of the trash's content manipulation functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.

	in box	trash	key	open	direct
lassa		RARRARRARRARRARRARRARRARRARRARRARRARRAR		сору	RRRRRRRRR
E	Analyst P	roduct Sum:	mary I	refile	
4				rename	
**************************************	Analyst L	_		reclassify	
ققله) Style-REA	IDME		hardcopy	
				dump selection	
				dump all trash	
				destroy selection	

copy

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept

Makes a copy of the selected item and places it into the clipboard. This doesn't create a new data item; it allows additional references to the same data item to be placed into other folders.

Procedure

Select an item, then select copy from the trash middle mouse button menu.

Effect

Creates another reference to the same data item. You can then paste it into other folders in this center and/or in other centers. Once it is pasted into another folder in the same Information Center, it will automatically be removed from the trash.

destroy selection

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept

Destroy is used to permanently remove the file of a data item from the disk.

Procedure

Select the item that you want to remove from the disk and then select destroy selection from the trash middle mouse button menu. Since this command will eliminate that data item forever, the system will check all other Information Centers to insure that this item is not filed in any other center. If it is not found elsewhere, the following confirmer will appear. If it is found elsewhere, an origin cursor will prompt framing a window which contains information amount the other locations of the item.

Destroy will remove IC	C2 from the	disk, Are you sure?
yes	E S	no

Effect The file corresponding to the selected item is removed from the disk.

dump all trash

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept Provides a quick way to empty the trash folder.

Procedure Select dump all trash from the trash folder's middle mouse button menu. The user will be required to confirm dumping each non-empty folder that was in the trash.

Effect Removes all the data items from the trash, but leaves the files on the disk. If no other center references a dumped data item, it can be recovered and then destroyed or refiled using the Scavenge center.

dump selection

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept

Removes the selected item from the trash folder without destroying any associated files on the disk.

Procedure

First select the item you want to remove from the trash and the select dump selection from the trash folder middle mouse button menu. If the selected item is a non-empty folder, a confirmer will appear to make sure you meant to release its contents.

Effect

The selected item will be removed the trash but if it was a data item or contained data items, those files will not be removed from the disk. If no other center references a dumped data item, it can be recovered and then destroyed or refiled using the Scavenge center.

hardcopy

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept

Allows a hardcopy to be made of the selected item without having to open the item. If a folder is selected, allows making a hardcopy of a representation of the structure or a hardcopy of each item.

Procedure

Select a data item from the trash, then select hardcopy from the trash folder's middle mouse button menu. If the selected item is a folder, choose from structure or each item. If the item can be hardcopied directly in this manner (without opening it) a Hardcopy QBox will appear. If you chose to hardcopy each item in a folder, the QBox will appear in turn for each item that can be hardcopied directly.

Effect

The selected item is hardcopied. The structure of a folder is printed in a format similar to the representation displayed in a structure list view.

open

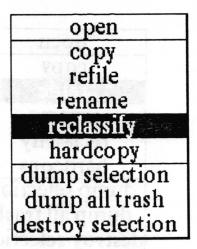
open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

Concept Display the contents of the current selection.

Procedure Select the item in the trash that you want to view. Select open from the trash folder's middle mouse button menu. Frame the window on the screen.

Effect Displays the selected item in the appropriate tool window.

reclassify

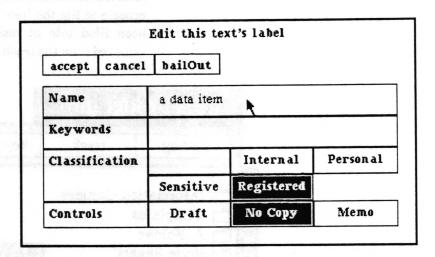


Concept

Changes the classification of those item types that have a user settable classification. The user can not set the classification of a database, outline, document or folder because those items aquire their classification from their contents.

Procedure

Select a data item and then select reclassify from the trash middle mouse button menu. If the item can be classified by the user you will see the following QBox, except that the possible choices in Classification and Controls may be different. (Those choices depend on the Classification Scheme being used, which is determined by a System Administrator).

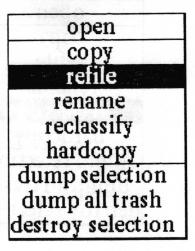


The initial values in the QBox will be the current settings from the item. You may change the name and key words of the item as well as setting the classification. Change them to be what you want now and accept the QBox.

Effect

The new name, key words, and classification are applied to the selected item.

refile



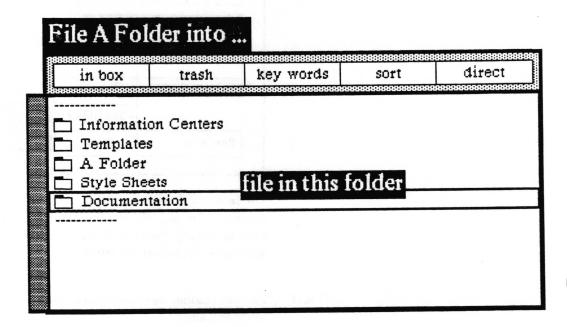
Concept

Provides an alternative means of moving an item from the trash into one or more folders in the Information center.

Procedure

Select an item in the trash and then select refile from the trash folder's middle mouse button menu.

An origin cursor will appear to prompt framing of a holder window containing all the folders in this center. By selecting a folder and using the file in this folder command on that holder's middle mouse button menu you will file the item into that selected folder. You may then select another folder and repeat the process to file the item into that folder also. When the item has been filed into at least one folder, it will automatically be removed from the trash folder.



rename

open
copy
refile
rename
reclassify
hardcopy
dump selection
dump all trash
destroy selection

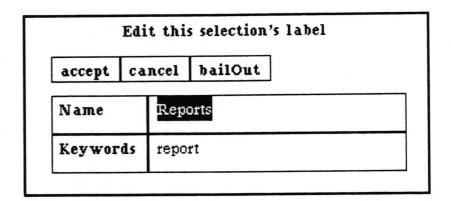
Concept

Allows changing of the name or key words of the selected item.

Procedure

Select an item in the trash folder, then select rename from the middle mouse button menu.

The original name and key words appear as the initial values in the QBox. Enter the name and any key words you want into the QBox, then select accept. The Keywords line has a menu choice key words on the middle mouse button menu that will bring up a querier containing the list of key words currently available in this center. This is useful for remembering exactly what key words are already in use. You may select them from this list without having to type them in again.



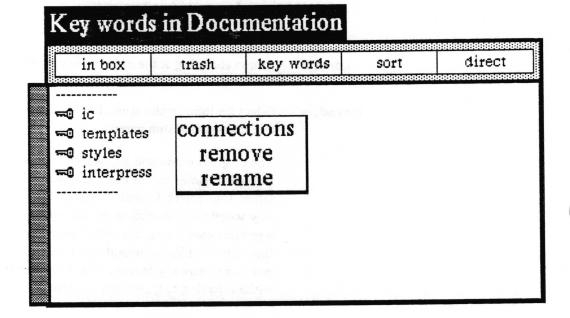
Effect

The name and key words of the selected item will be changed. If the item is a spreadsheet you will be required to enter a name which has not already been used for a spreadsheet. Occasionally, a data item will have been renamed in another Information Center but the old name will still appear in the center you are in. When you select rename, the QBox will show the new name as the default.

Keyword holder middle mouse button menu

When the cursor is located anywhere within the contents list pane of the key word holder window, pressing on the middle mouse button obtains a popup menu of the key word holder's content manipulation functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.



connections

remove rename

Concept Displays all the data items connected to the selected key word.

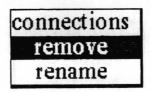
Procedure

Select the desired key word in the holder, then select connections from the key word holder's middle mouse button menu.

This will open a connections holder listing all the items linked to the selected key word. For example, the holder shown below shows the connections to a key word named templates.

Connections from keyword templates direct key words sort in box trash open Templates [template] AUG Glossary Template duplicate [template] AUG Index Template copy [template] AUG Main Text Template search [template] AUG TOC Template key words make folder connections

remove



Concept

This will remove the selected key word from this center, breaking all of the key word links to folders and items that had this key word.

Procedure

Select the key word that you want to delete and then select **remove** from the key word holder's middle mouse button menu. Note that there is no conformation required.

Effect

The selected key word is removed from the Information Center and all its connections to folders and items are removed.

rename

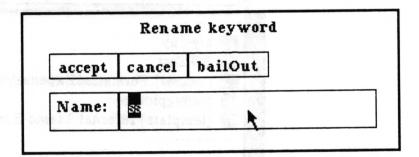


Concept

Allows editing existing key words to remove redundant or mispelled key words. This also allows combining two key words into one.

Procedure

Select the key word that you want to change and then select rename from the key word holder's middle mouse button menu. In the resulting QBox, enter the new name for the key word.



Effect

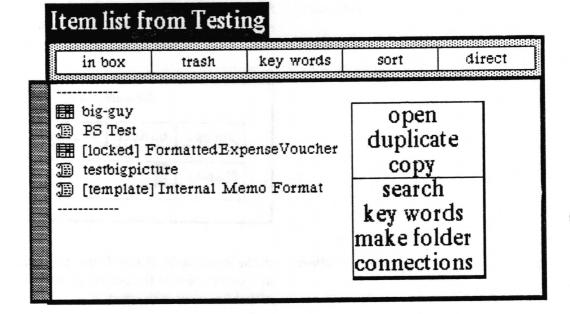
If the spelling is changed and the new spelling still forms a unique key word in the center, then the only effect is that spelling of that key word is changed.

If, however, the spelling is changed to that of another key word in the center, then all the connections to the selected key word will be reconnected to the key word specified in the QBox. The selected key word will be removed from the center.

Holder middle mouse button menu

When the cursor is located anywhere within the contents list pane of a holder window, pressing on the middle mouse button obtains a popup menu of the holder's content manipulation functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.



connections

open
duplicate
copy
search
key words
make folder
connections

Concept

Displays all the items connected by any kind of link to the selected item.

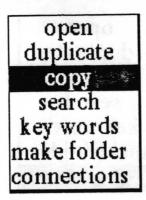
Procedure

Select the desired item in the holder, then select **connections** from the holder's middle mouse button menu.

Effect

This will open a connections holder listing all the items linked to the selected item. (Except that connections to the in box, trash, and top level folder of the center will NOT be listed).

copy



Concept

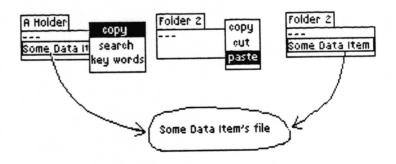
Makes a copy of the selected item and places it into the clipboard. This doesn't create a new item; it allows additional references to the same item to be placed into Information Center folders.

Procedure

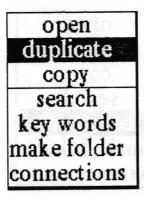
Select an item in the holder, then select copy from the holder middle mouse button menu.

Effect

Creates another reference to the same item. You can then paste it into folders in this center and/or in other centers. Some tool windows also allow pasting copied Information Center items. The diagram below shows that after a copy and paste, 'Some Data Item' is still the same data item, just referenced from another location.



duplicate



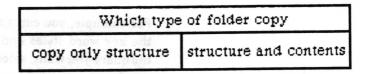
Concept

Sometimes it is desirable to make a completely separate new copy of a data item which can be edited without affecting the original.

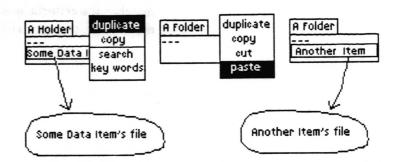
Procedure

Select the desired item in the holder and then select duplicate from the middle mouse button menu. A QBox will appear for entry of a label and key words for the duplicate item. If the item being duplicated is a Spreadsheet, you will be required to provide a label which has not been used for any other Spreadsheet.

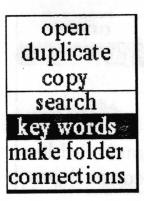
If the item being duplicated is a folder, the following confirmer will appear. If you want to duplicate the folder and any folders within it, but leave out the data items within them, then select copy only structure. If you want to make a duplicate of every item in the content hierarchy of the selected folder, then select structure and contents. Be careful with the later, since it may take lots of time and disk space, depending on what is being duplicated.



Effect Duplicates the selected item and puts the new item into the clipboard and trash, ready to be pasted wherever needed.



key words

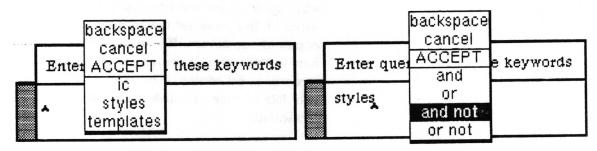


Concept

Enables construction and use of a query for searching a selected folder by key words.

Procedure

Select the folder to search and then select key words from the holder's middle mouse button menu. Unless the items in the folder have no key words, a querier will appear. The querier contains two menus. The first is a list of the possible key words. The second is a list of four conjunctions to use between the key words.

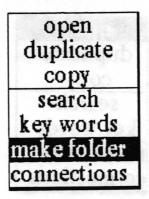


For example, you can specify that you want every item that has the key word styles and not templates. When you have formed the query you want, select ACCEPT. If any matches to the query are found, an origin cursor will prompt you to open a holder containing them.

Effect

Creates a holder containing every item in the selection that matches the criteria specified in the query. If the selected item is not a folder, the user will be given the option of opening the item.

make folder

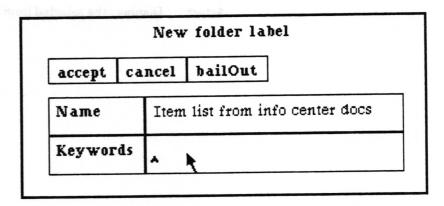


Concept

Converts the holder into a folder and files it into the in box of the Information Center.

Procedure

Select make folder from the holder's middle mouse button menu. In the resulting QBox specify the name and any key words for the new folder.



Selecting accept in the QBox will place the new folder into the clipboard and into the in box of the center the holder came from. From there it can be pasted into any other folder.

Effect

A collection of items found as the result of some query to an Information Center may be conveniently saved in a folder.

open

open
duplicate
copy
search
key words
make folder
connections

Concept Display the contents of the current selection.

Procedure Select the item in the holder that you want to view. Select open from the middle mouse button menu. Frame the window on the screen.

Effect Displays the selected item in the appropriate tool window.

search

open
duplicate
copy
search
key words
make folder
connections

Concept

Enables you to find an item with only partial information. For example, you can search by typing in a partial title or a key word.

Procedure

Select the folder to be searched and then select search from the holder middle mouse button menu.

		earching	
accept can			
Search for	A	najo	
Search type	title only	full text	both
Item types	[472]		t presien than

A QBox for specifying the details of the search will appear. In Search for, enter the piece of text you want to look for. If Search type is title only, the label and the key words of each item will be searched. If search type is full text, then all the textual contents of the items with a data type selected in the types in Item types list will be searched. (The Item types field becomes active only if a full text search will be done). If both is selected, both titles and keywords and all the text of the indicated item types will be searched.

Effect

If any items match the specified search, a holder containing those items will be created and an origin cursor will prompt framing the window.

Structure tree browser middle mouse button menu

When the cursor is located anywhere within the graph pane of a structure tree browser window, pressing on the middle mouse button obtains a tree menu of functions.

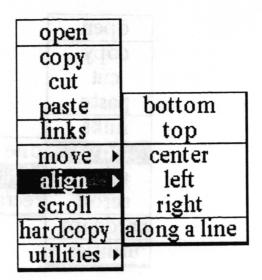
Some of the functions either require or optionally operate on a selected item in the graph pane. To select an item, make sure the **Activity:** field in the link controls pane is set to **select**, then move the cursor over the item on the graph and click once with the left mouse button. The item box should become highlighted (black background, white text).

To make sure that no item is selected, make sure the Activity: field in the link controls pane is set to select, then move the cursor outside of the box of any item in the graph pane and click the left mouse button. None of the item boxes should appear highlighted.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.

open	
сору	
cut	
paste	in the figure
links	1201
move	•
align	>
scroll	
hardcopy	
utilities	•

align>



Concept

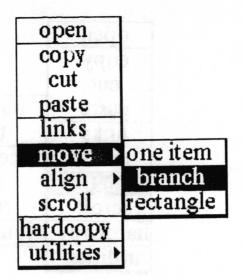
Provides a way to align the display of a number of items in the graph pane. This might make it easier to see a particular relationship among the items.

Procedure

Select align > {alignment type} from the graph pane middle mouse button menu, where {alignment type} is one of the options on the submenu of align >: bottom, top, center, left, right, along a line. An origin cursor will appear. Frame a rectangle completely around the boxes of the items you want to align with each other. For all the options except along a line and center, each item box will be moved so that the specified outer edge will be aligned with the outer edge of the box which is furthest in that direction. If center was selected, the framed item boxes will be horizontally centered with each other. If along a line was selected, you will now need to specify the start and end points of a line to align the top left corners of the item boxes on by pressing the left mouse button at the start point, moving the cursor to the end point, and releasing the mouse button.

Effect The position of item boxes in the graphical display are changed.

branch



Concept

Moves the display of the selected item and all the items it branches out to.

Procedure

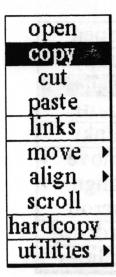
Select the item to move and then select **branch** from the **move**> branch of the graph pane middle mouse button menu.

An origin cursor will appear. Move the cursor to the new location for the selected item and click the left mouse button.

Effect

The selected item and all the items it branches to (the items it has forward links to, and the items they branch to in turn) will be redisplayed in the new location maintaining the same spatial relationship to one another.

copy



Concept

Makes a copy of the selected item and places it into the clipboard. This doesn't create a new item; it allows additional references to the same item to be placed in other places.

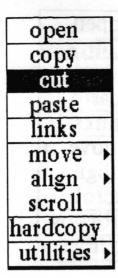
Procedure

Select an item in the graph pane, then select copy from the middle mouse button menu.

Effect

Creates another reference to the same item. You can then paste it into other structure tree or Information Center folder windows. Some tool windows also allow pasting copied Information Center items.

cut



Concept

Removes the selected item from the structure tree window display and places it in the clipboard. None of the links to the cut item are altered.

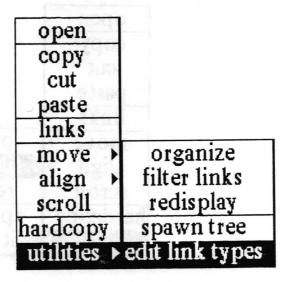
Procedure

Select an item in the graph pane, then select cut from the middle mouse button menu.

Effect

The selected item is no longer displayed in the graph and a reference to it is in the clipboard, ready to be pasted back into the graph, other structure trees, Information Center folder windows, or a tool window.

edit link types



Concept

Allows the creation of new link types. It also allows removal of existing link types. When two items in an Information Center are connected by a link, the type of the link defines the nature of the relationship between the items.

Procedure

Select edit link types from the utilities > branch of the middle mouse button menu. The resulting Information Center Connections QBox has two fields.

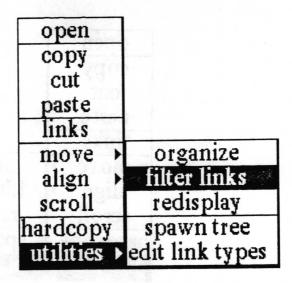
	Infe	ormation (Center Connections
accept	cancel	bailOut	W Delice
Add Connection Type:		Туре:	A leaner teaner
Remove Connection Type:			source

To create a new link type, type the name for the link type in the Add Connection Types: field and accept the QBox. To delete one or more existing link types, select the name(s) of the link type(s) to remove in the Remove Connection Type: field an then accept the QBox. A confirmer will appear for each link type being deleted.

Effect

Adds or deletes an Information Center link type. When a link type is deleted, all of the links of that type between items in the Information Center are also removed.

filter links

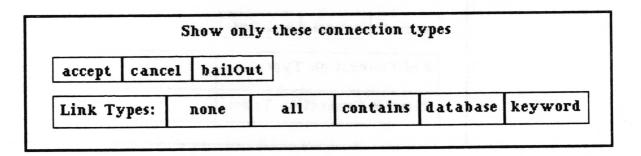


Concept

Allows displaying a different set of link types then the graph was originally drawn with. If the original structure tree is requested with several link types in order to include all the desired items, filter links can be used to display only the connections formed by particular link types.

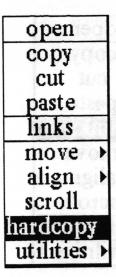
Procedure

Select filter links from the utilities > branch of the graph pane middle mouse button menu. A QBox will appear which contains one multiple select field with a list of all the link types in the Information Center. Select which link types to display and then select accept.



Effect The graph will be redisplayed showing only the links of the selected types.

hardcopy



Concept

Allows a hardcopy of the selected item to be made without having to open it. Also allows a hardcopy of the graph to be made.

Procedure

If a particular item is to be hardcopied, select the item. If you want a hardcopy of the graph pane to be made, make sure that no item is selected.

Choose hardcopy from the graph pane middle mouse button menu. If a selected item can be hardcopied directly, the standard Hardcopy QBox for that type of item will appear. If nothing was selected, the Hardcopy QBox for sketches will appear.

Effect With acceptance of the QBox, the hardcopy will be made.

links

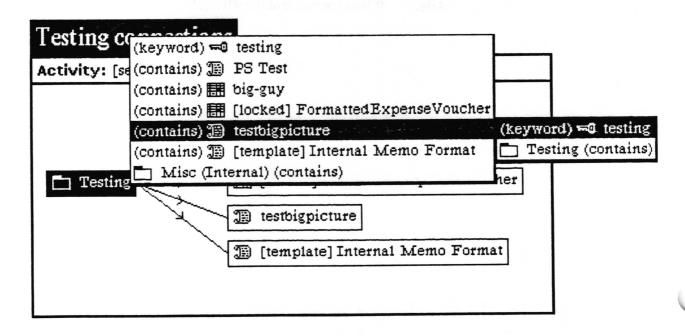


Concept

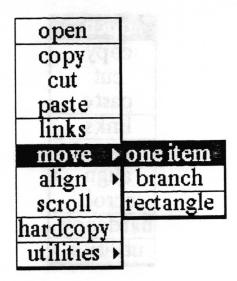
Provides another means of browsing or accessing the items linked to the selected item — in this case a tree menu.

Procedure

Select an item and then select links from the graph pane middle button menu. A tree menu will pop up. On the top level of the menu will be all the items connected to the selected item — the root of the tree. The link type is displayed in parentheses next to the label of the item. The link type is displayed to the left of the label if it is a forward link from the level above. It is displayed to the right of the label if it is a backwards link. Moving to the right of any item on the menu will display all the connections to that item.



one item



Concept

Moves the display box for the selected item anywhere within the graph pane.

Procedure

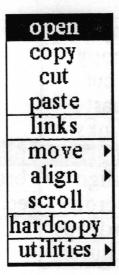
Select the item to move and then select one item from the move > branch of the graph pane middle mouse button menu.

As you move the cursor the item box will follow. When the item is in the desired location click the left mouse button to place it.

Effect

Moves the display of the selected item to the new location and redraws all of its links.

open

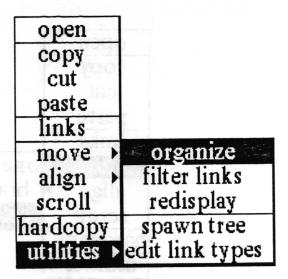


Concept Display the contents of the current selection.

Procedure Select the item you wish to view. Select open from the graph pane middle mouse button menu. Frame the window on the screen.

Effect Displays the selected item in the appropriate tool window.

organize



Concept

Recalculates and redisplays the graph based on the original structure tree and link type request. This is useful if a mess has been made.

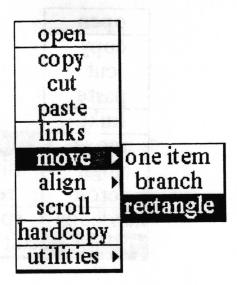
Procedure

Select organize from the utilities > branch of the graph pane middle mouse button menu.

Effect

Recreates the graph based on the original specification.

rectangle



Concept

Moves the display boxes for all the items in a user specified rectangle.

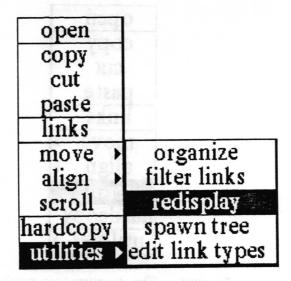
Procedure

Select rectangle from the move > branch of the graph pane middle mouse button menu. An origin cursor will appear. Frame a rectangle completely around the items to be moved. Move the rectangle to the desired location and click the left mouse button.

Effect

The items that were completely within the framed rectangle will be redrawn in the new location.

redisplay



Concept

Cleans up the graphical display when it gets cluttered with unwanted broken lines caused by moving items around.

Procedure

Select redisplay from utilities > branch of the graph pane middle mouse button menu.

Effect

Refreshes the graph pane display. This does not change the position of any of the item boxes or links.

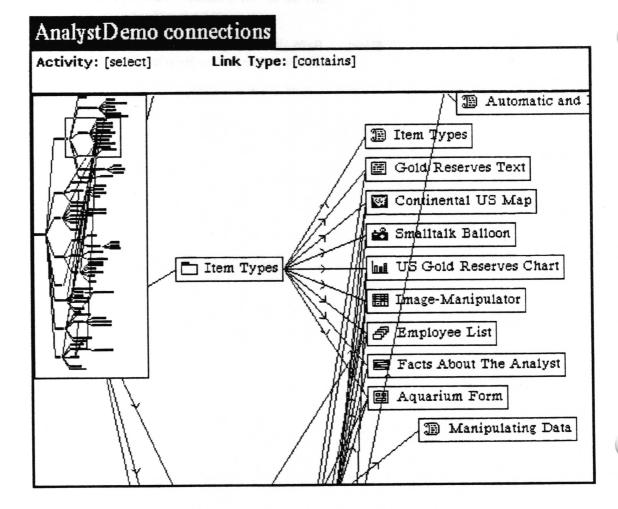
scroll



Concept

The structure tree graph is often too large to display at one tiem within the graph pane, so only a portion of it displayed. This allows the user to see where the currently viewed portion fits into the whole and to select another portion to be displayed in the pane.

Procedure Select scroll from the middle mouse button menu.

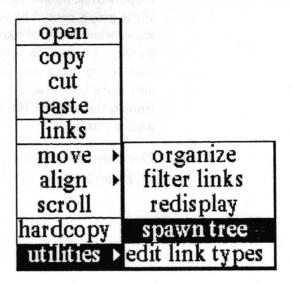


A small schematic map (a maplet) of the overall structure tree graph will be displayed as an inset in the upper left hand corner of the graph pane. The small rectangular area within the insert shows what part of the tree is currently displayed in the window. To view another part of the tree, move the cursor inside the maplet and press the left mouse button. Moving the cursor will now move the rectangle over the total area. When the rectangle frames the area of the graph you wish to display, release the mouse button.

Effect

The selected subregion of the overall graph will be displayed in the graph pane.

spawn tree



Concept

Creates a new structure tree browser from any item in the current graph.

Procedure

Select the item in the structure tree that you want to browse and select spawn tree from the utilities > branch of the graph pane middle button menu. The same connection selection QBox used to create the original browser will appear. Select the desired link types and direction, accept the QBox, and then frame the new structure tree browser window.

Effect

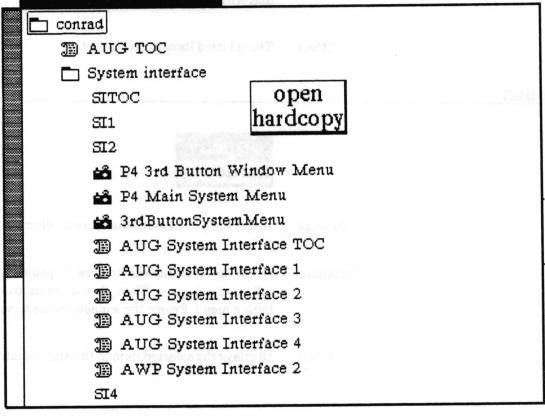
A new graphical browser will be created starting with the current selection.

Structure list middle mouse button menu

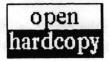
When the cursor is located anywhere within the structure list window, pressing on the middle mouse button obtains a popup menu of functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.

Structure of conrad



hardcopy



Concept

Allows a hardcopy to be made of the selected item without having

to open the item.

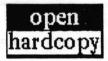
Procedure

Select the item you wish to hardcopy by pointing to it and clicking the left mouse button. Then select hardcopy from the structure list middle mouse button menu. Fill out the Hardcopy QBox that will appear.

Effect

The selected item is hardcopied.

open



Concept

Display the contents of the current selection.

Procedure

Select the item you wish to view by pointing to it and clicking the left mouse button. Then choose open from the middle mouse button menu. Frame the window on the screen.

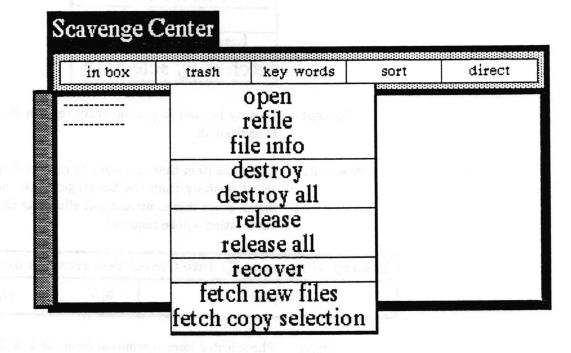
Effect

Displays the selected item in the appropriate tool window.

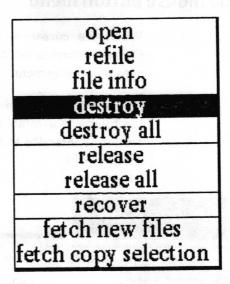
Scavenge center middle mouse button menu

When the cursor is located anywhere within the Scavenge Center's contents list pane, pressing on the middle mouse button obtains a popup menu of functions.

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.



destroy



Concept

Destroy is used to permanently remove the file of a data item from the disk.

Procedure

Select the item that you want to remove from the disk and then select destroy from the Scavenge center middle mouse button menu. Since this command will eliminate that data item forever, verification will be required.

Destroy will remove 🏻	Info Center Text from the disk, Are you sure?
yes	₹ no

Effect The selected item is removed from the disk, freeing up disk pages for other data items.

destroy all

open
refile
file info
destroy
destroy all
release
release all
recover
fetch new files
fetch copy selection

Concept

Destroy all is used to permanently remove the file of every data item listed in the Scavenge Center from the disk.

Procedure

Select destroy all from the Scavenge Center middle mouse button menu. Since this command will eliminate all the data items in the Scavenge Center contents list forever, verification will be required.

Destroy All will remov	re all the items in	this folder from the disk, Are you sure?
yes	he eligand. Co the	odsi no

Effect The items are removed from the disk, freeing up disk pages for other data items.

fetch copy selection



Concept

This is used to retrieve data items that were backed up by using the maintenance > backup selection option in the middle mouse button menu of an Information Center folder. This is useful for getting a copy of the backed up version to replace or use in fixing up the current version of a data item.

This command is not useful if an entire Information Center has been lost or the data item to be retrieved is no longer referenced by an Information Center. In such a case, see your System Administrator.

Procedure

Select the item that you want to get back from backup and copy it into the clipboard. Go the the Scavenge Center and select fetch copy selection from the middle mouse button menu. A Set File Server Name QBox will appear. Select the name of the file server to use (usually the same one that you backed up to) and accept.

If you are using a Xerox workstation, you may be required to log in to the network. When it gets to the point of retrieving the data items, an origin cursor will prompt opening a window on the underlying operating system so that you can track the progress of your fetch copy selection request. You will not be able to do anything else until this request has been completed.

Effect

The last version of the requested data item that was backed up elsewhere will be copied and placed into the Scavenge Center contents list. It can then be opened, refiled, or destroyed. The version currently in a regular Information Center will not be overwritten unless the backup is refiled from the Scavenge Center — at which time the user will be given a choice of overwriting or making it a new data item.

fetch new files



Concept

This allows retrieval of data items sent to the user through use of the maintenance > send selection option in the middle mouse button menu of an Information Center folder.

Procedure

Open the Scavenge Center and select fetch new files from the middle mouse button menu. Depending on how your network has been configured, a Set File Server Name QBox may appear for you to designate the location of your mailbox. (If it does, your System Administrator or a user who sent you data should have informed you of the correct selection). After accepting that QBox, or if that step was unnecessary, Analyst will go out and retrieve any that had been sent to you and add them to the Scavenge Center list.

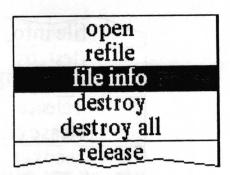
If you are using a Xerox workstation, you may be requested to login to the network. When it gets to the point of retrieving the data items, an origin cursor will prompt you to open a window on the underlying operating system so that you can track the progress of the fetch new files request. You will not be able to do anything else until this request has been completed.

Effect

All the data items that have been sent to the user will be retrieved and placed into the Scavenge Center contents list. They can then be opened, refiled, or destroyed. In addition, any previously retrieved items that were not refiled or destroyed will again appear in the Scavenge Center contents list.

If a fetched data item matches a data item currently in a regular Information Center, the existing data item will not be overwritten unless the fetched item is refiled from the Scavenge Center — at which time the user will be given a choice of overwriting or making it a new data item.

file info



Concept

Provides access to more information about the data item file. At this time, the information provided is simply the actual file name(s) of the data item.

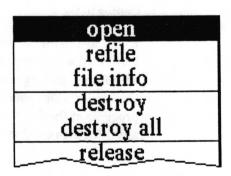
Procedure

Select a data item in the Scavenge Center folder list and then select file info from the middle mouse button menu. An origin cursor will prompt you to open a simple text window which contains the information.

Effect

The user can determine the name(s) of the file(s) which the data item relies upon.

open



Concept

Display the contents of the current selection.

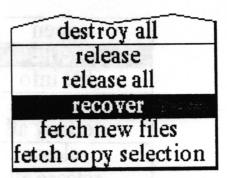
Procedure

Select the item that you want to view. Select open from the Scavenge Center folder middle mouse button menu. Frame the window on the screen.

Effect

Displays the selected data item in the appropriate tool window.

recover



Concept

This will find data items which exist on the disk but are not contained in at least one Information Center. These data items may have been dumped from the trash of an Information Center, were lost when the system crashed, or have been manually moved into Analyst's working directory.

Procedure

Select recover on the Scavenge Center folder middle mouse button menu. The Select Scavenge Types QBox contains a list of every data type Analyst knows about. Select the data types you want to try to recover.

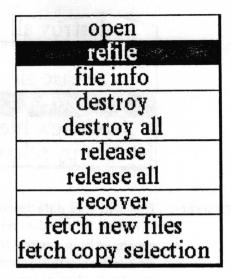
		Se	lect Scavenge T	Types	
ccept	cancel	bailOut			
ata ty	pes:	text	document	outline	report
		form	database	spreadsheet	image
	the state of the s	chart	map	graphic	interpress
		postscript	preview	package	

After selecting accept, Scavenge will get a list of all items in every Information Center. As it does this, an action notifier will display the message, "I am getting all active data items". It will then search the disk for all the data items of the selected types. As it does this, an action notifier will display the message, "I am now searching for datatype files". The two lists are then compared.

Effect

Any data items found on the disk which are not in any Information Center will be displayed in the Scavenge Center folder.

refile



Concept

Moves a data item from the Scavenge Center back into one or more regular Information Centers.

Procedure

Select a data item, then select refile from the menu. You will get a File request QBox. You can change the name and enter key words. Select the Information Centers you want to file the data item into.

		File request	
accept cance	l hailOut		
Name:	Info Center Tex	I was	
Keywords:			
Info center:	Analys	t-Primer	Analyst-Programmer-s-Guide
	Analyst-Refe	erence-Manual	Analyst-text
	de	emo	fulldemo
		VΡ	
Filing Method	: ma	nual	auto

Effect Files the selected data item into other Information Centers and removes it from the Scavenge Center.

release



Concept

Remove the selected item from the Scavenge Center folder contents list. This is particularly useful for selected removal of items from the list which you do not wish to either refile or destroy.

Procedure

Select the item you want to release and then select **release** from the Scavenge Center folder middle mouse button menu.

Effect

The selected item is removed from the Scavenge Center folder list but is left on the disk.

release all



Concept

Empty the Scavenge Center folder list. This can be useful to obtain a clean slate for recovering or fetching items.

Procedure

Select release all from the Scavenge Center folder middle mouse button menu.

Effect

All items are removed from the Scavenge Center folder list but are still left on the disk. The Scavenge Center folder window is closed.

Glossary

access window

The Information Centers access window provides the user access to all existing Information Centers, the Scavenge Center, and the means for creating new centers. This is the window that is opened when the user selects Information Centers from the screen middle mouse button menu.

backwards link

For each link between items, the system creates and maintains a backwards link so that each item can determine all the items which have links to it. The structure tree browser and some link menus allow the user to follow these links.

clipboard

The main data path in the Analyst. All copy, cut, and duplicate operations place an item, or a reference to an item, on the clipboard. During a paste, the item is removed from the clipboard and placed in a folder or center.

command bar

The row of five selection boxes or buttons found in the top region of a folder window. Access to the in box, trash, and key words folders is provided from the command bar. The sort and direct commands are also accessed from this area.

connection

Any link or association between data items. Examples of connections are an item with a key word, a folder containing an item, a document referring to another data item.

contains link

A link type provided by the system which is used only for connecting Information Center folders to their contents.

contents list

The list of all of the data items and folders found within a folder. The icon and label of each item in the folder is displayed in the contents list.

copy

To place a reference to an item on the clipboard. This reference can then be pasted into another folder or any window that accepts it. A new data item is not created during a copy.

cross references

An item may be located in more than one folder within an Information Center and also may be in more than one Information Center. The cross references of an item are all the folders it is in.

cut

To remove a selected item from its folder and place it on the clipboard. If the item is not referenced elsewhere in the Information Center, it will be retained in the trash folder.

data item

A data item is an item which is stored on the disk in a separate file or files and is displayed in its own window. A data item is of a particular type, such as text, image, map, document, or database.

database link

A link type provided by the system which is used only for connecting Map data items to Database data items.

direct

A command bar button which provides opening access to all of the items within the hierarchy of a center or folder by means of scrolling tree menus.

dump selection

A command executed from an Information Center's trash folder that discards a data item from the center. The item is retained on the disk and is still accessible from any other center it is in, or from the Scavenge center.

duplicate

To create a new version of a data item that can be modified without affecting the original. The duplicate is a separate data item, and it can be pasted into any folder or center.

file server

A storage device that is usually shared by several Analyst users. It may a Xerox file service or simply a Unix directory or Macintosh folder. A file server is used to backup data items and to send items between workstations.

folder

A user created container for a set of data items within an Information Center.

holder

A temporary container for display and access to a set of items. For example, the results of a key word search or retrieval are displayed in a holder.

icons

The symbols or pictures used to graphically represent the various types of items. Each item type (folder, text, map, etc.) has its own unique icon.

in box

The default receiving folder for an Information Center An Information Center's in box contains items that have not been placed in a particular folder but have been assigned to the center.

item

The basic unit of information stored in an Information Center. An item may be a folder, a data item, or a key word.

key word

A words or phrase that is significant to a data item or folder. Data items can be automatically filed into folders by matching key words. Items can also be retrieved by key word search.

keyword link

A link type provided by the system which is used only for connecting Information Center items to their key words.

link

Specifies a directional relationship between two items in an Information Center. Defines a connection between two Information Center items.

link type

Each link in an Information Center has a corresponding link type indicating the nature of the relationship between the linked items. There are three system defined link types (contains, keyword, database) and users may define over 250 more in each Information Center.

lock

To restrict access to an item so that only the Information Center's owner can view it.

owner

The Analyst user who created the Information Center. Only a center's owner can access the center without entering the password, can destroy it, or can lock or unlock data items.

password

Word or phrase required for access to a center. If the password is non—empty, every user except a center's owner must enter the password before viewing or modifying the contents of an Information Center.

paste

To remove an item from the clipboard and place it in a folder or data item. Certain data items can be pasted inside other data items.

recover

To retrieve data items from the disk that are not attached to an Information Center. These recoverable items have either been dumped from all centers, or were created without being saved in a center. This is sometimes referred to as scavenging.

refile

To move a data item from the Scavenge center or a trash folder into one or more Information Centers.

release

To drop an item from a folder. Used to eliminate items from the list in the Scavenge center.

scavenge

The Scavenge center is accessible from the Information Centers access window. It is used to find existing data items which are not currently in an Information Center so they can be either destroyed or refiled into an Information Center.

sort

To put the data items in a folder into alphabetical order, first by data item type and then by label.

structure tree browser

A window which will graphically display all the links between items in an Information Center. Links of all types can be added or removed in this window.

template

An attribute which can be assigned to a data item so that opening it actually causes a duplicate to be made and opened. A data item which has this attribute. A template data item is itself protected from modification while serving as the basis for the creation of new items.

top level folder

The folder which is at the root of the hierarchical structure of an Information Center. The top level folder is the folder which is opened when an Information Center is opened by clicking in the Information Center access window.

trash

The safety net folder attached to an Information Center that contains data items that have been cut from a center. Data items can be dumped or destroyed from the trash folder. They can also be copied and pasted, or refiled if they were cut accidently.

unlock

To remove the lock placed on an item so that other users can access it.

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The Document System

Preface

The Document System provides a document creation environment with extensive formatting capabilities for creating, editing, formatting, storing, and printing documents. A rich and flexible set of formatting facilities is provided for controlling the appearance of a printed document.

Use of styles allows for definition and saving of document formats which can be used repeatedly, and without knowledge of the details behind their creation.

How this documentation is arranged

The first four sections, Introduction to the Document System, Creating a Document, Document Window Layout, and Document System window usage, go through the basics of creating, saving, and printing a simple document.

The next seven major sections provide information on how to use the major features of the system, generally progressing from the simplest Basic Text Editing to more specialized features in Advanced Editing Features and Document Display Modes.

The following five sections deal with the underlying concepts of styles, the three types of styles, and style sheets. The *Styles* section should be read by anyone embarking on the creation of styles and style sheets.

The *Menu* sections contain detailed descriptions of each menu item. They are intended as reference material.

The Glossary of course is the one place where all the definitions are readily available, and the *Index* completes the Document System documentation.

Introduction to the Document System

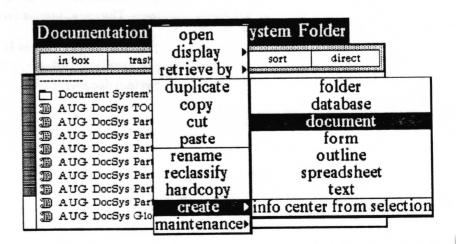
The Document System aids in creating, editing and formatting documents. Creating a document refers to the initial input of information by typing or copying from another existing document. Editing of a document refers to the addition or removal of information. Formatting refers to the way a document looks (the arrangement of the text on the page). An example of formatting would be the indenting of this paragraph. The system provides a number of options for editing, formatting and printing documents.

The information contained in a document is separated into a collection of paragraphs. These paragraphs may be either textual, graphical or a mixture of both. When you format a document you are specifying the physical appearance and arrangement of the paragraphs as they will appear on the display or on the printed page.

The following section is intended to give you a simple overview of the basic steps needed to access a document, view and manipulate its contents, save your work and hardcopy the results.

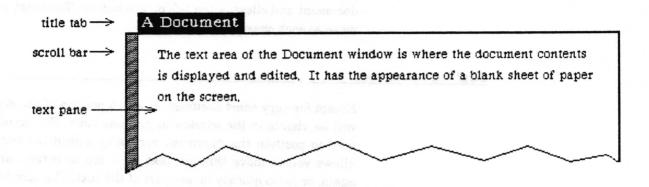
Creating a Document

New documents are created by the user in any Information Center folder by using the create > document function in the folder's middle button menu. This will present the user with the Create Document QBox which should be filled out. The newly created document will be inserted in the folder, this icon will appear next to the name of the item, and the new empty document window will be opened.



Document window layout

The text area of the Document window is where the document contents are displayed and edited. It has the appearance of a blank sheet of paper on the screen. It is here that text and graphics are entered and formatted into the finished document.



title tab

The title tab displays the name of the Document System item as entered in the Information Center.

scroll bar

The scroll bar allows you to rapidly move through text. It is represented by a narrow rectangular area displayed to the left side of the window that it controls. The scroll bar will disappear when the cursor is not in the window.

text pane

The text pane is ready for user input when you want to create or edit text. The window can be shaped by the user; the default size is approximately 3 inches wide by 4 inches high. The middle mouse button provides additional commands which are useful for editing, annotating, saving and printing the text item.

Document System window usage

Typing text

Characters are typed in a text pane of a Document window. Entered text starts at the location of the *caret*. The caret may be positioned by moving the cursor to the desired spot in the document and clicking the left mouse button. The caret will also move as each character is typed.

Scrolling a document

Except for very short documents, only a portion of the document will be visible in the window at any one time. The scroll bar is used to position the document vertically within the window. It allows you to move through text from top to bottom and back again, or jump quickly to any part of the text. The scroll bar is a narrow rectangular area that is displayed next to the left side of the text pane when the user has control in the window.

The length of the scroll bar represents the length of the entire document. Inside of it is a gray area which represents the size and location of the text currently visible within the window relative to the entire document. If the gray area is at the top of the scroll bar, then the window is showing text at the beginning of the document. If the gray area fills the entire scroll bar, then all of the document is currently visible.

Please refer to the System Interface section of this User Guide for a more detailed description of the scroll bar.

To scroll the text downward (to see text above what is currently visible), place the cursor in the scroll bar and press the right mouse button. The scroll direction is indicated by the down arrow in the scroll bar. When you release the mouse button, the scroll bar will update. The greater the distance of the cursor from the top of the scroll bar, the greater the amount of text that will be moved.

To scroll rapidly to another part of the document, move the cursor to the scroll bar and press and hold down the middle mouse button. The gray area representing the visible portion of the document can then be moved up or down to the area of the document to be made visible. It will leave a ghost of itself around its old location as a reference while you move it. When the mouse button is released, the document will be scrolled to the new location.

Refreshing the display

Occasionally the document window display will become messy with parts of it overlaid, missing or otherwise obviously wrong. To clean up the display, use the display refresh menu choice in the text middle button menu. The display of the document will be reconstructed from internal information.

Selecting text

Before text can be changed it must be identified by selecting it.

Empty selection

An empty selection may be made to identify a location between characters in the text. It is usually done to point out the spot where text should be inserted or as the beginning point of a selection of multiple characters.

An empty selection is made by moving the cursor until it points at the place to be selected and clicking the left mouse button once. The caret (*) will be placed at the location selected.

Selecting existing text

Selections of existing text are *highlighted* (displayed in reverse video; that is, the characters of selected text appear in white on a black background).

Here you can see a text selection. The words "white on a black background" are displayed in reverse video because they are selected.

Selection of the text of the entire document is done by using the utilities > select doc menu choice in the text middle button menu. Selection of smaller amounts of text is done with the left mouse button, using one of four methods:

Draw - through selection

A section of text is selected by positioning the cursor at either end of the text to be selected, pressing and holding the left mouse button down, moving the cursor to the other end of the desired selection, and releasing the mouse button.

End - point selection

A section of text is selected by making a selection on either end of the desired selection (it may be an empty selection), moving to the other end and, while holding the left shift key down, selecting the end point with the left mouse button.

Double Click

A textual entity is all text between a matched pair of delimiting characters. It is selected by double clicking the mouse button just after the first delimiter or just before the last delimiter. The entire delimited text (even text not currently displayed) will be selected. The delimiters are spaces (for words), carriage return (for paragraphs), parentheses (), single quotes '', double quotes "', square brackets [], squiggle brackets {}, and angle brackets < >.

Click the left mouse button to place the caret at the location of the cursor. If you click the left mouse button again with the cursor in the same location (double click), you will either select a word, a paragraph, or the entire document, depending on where the caret is placed.

To select a *single word*, place the caret at the space before, after, or anywhere within the word, and click the left mouse button again.

To select a *single paragraph* (defined as text between carriage returns), place the caret before the first character or just after the last character in the paragraph and click the left mouse button again. The full paragraph will still be selected even if it is not completely visible on the screen.

Implicit selection

There is an implicit selection of all the text typed since the last explicit (with the mouse) selection. Implicit selections are not highlighted until the escape (ESC) key is keyed.

Deselecting

Any selection may be deselected by selecting something else.

Deleting a text selection

To remove some text from your document first select the text in question. The text selection may be deleted by typing the DEL key or using the cut menu choice in the text middle button menu. The text selection will be removed from the document and placed into the clipboard in case you want to paste it back somewhere else.

Inserting text

First indicate the text insertion point by moving the cursor to it and clicking the left mouse button (making an empty selection). This will display the caret at that point. New text may then be entered at that point by typing, or by inserting the contents of the

clipboard by using the paste menu choice in the text middle button menu.

Moving a text selection

A text selection may be moved from one place in a document to another by deleting it (DEL key or choose **cut** in the text middle button menu), selecting the new location, and using the **paste** menu choice in the text middle button menu.

Saving the document

A document may be saved to the disk by using the save menu choice in the text middle button menu. This will update the disk file of this document to its current edited state.

Hardcopying the document

A document may be hardcopied by using the hardcopy menu choice in the text middle button menu. This will present the user with the Hardcopy QBox which should be filled out. The document will be sent to the specified printer.

stillar of thinks.	Hardcopy		
accept cancel bailo	ut		
Send to Printer	now	later	
File in an info center	yes	no	
Number Copies	1	1	
Starting Page No.	1		
Printer Name	Your Printer Na	me	
Print Pages	All	Some	
from:	· C		
to: hage say	t		
Resolution:	high	low	
With Endnotes	yes	no	

You may also specify that you want to save the printer format version of your document in an Information Center for later printing, the number of copies of your document to be printed, the starting page number and if you want the endnotes in your document printed out as an appendix.

You also have the option of print all of your document or just a selected set of pages. If you select Some as the choice in the Print Pages section of the QBox and then fill—in the from: and to: with the range of pages you want to print, just that part of your document will be printed. This is usefull when all you need to do is to reprint the only page you had to edit out of a 40 page document.

	1986 1986 <u>201</u> 8 1986	
Print Pages	All	Some
from:	5	
to:	10	

The resolution option only matters if you have placed graphic items in your document which include image data with resolution greater than 75 dots per inch. If one or more such items are in the document, selecting low will print the lowest resolution available and selecting high will print the highest. This option is here so that you can produce draft output without spending the extra time required to print the full resolution images.

Recovering from problems

There are three features available in the utilities > menu tree in the text window middle button menu which can restore or recover the document from a previously saved state.

Utilities > restore actually discards the changes made since you last selected save. The text window is refreshed and all editing changes made since the last save will have been deleted.

Sometimes, serious hardware or software problems will bring down the system before you have had the chance to recently save your open document. After bringing back the Analyst, you may open the document in which you had been working and see that it is either empty, or missing a great deal of text.

Do not close the window! You may be able to recover some or all of your text by using either or both of utilities > open backup and utilities > open changes. If any save was done on the document since the window was opened, the original text file (the one available when you first opened the window) was written as a backup file. Likewise, depending on how your system writes data from

memory to disk, a file of editing changes is made by the Document System. This file collects the keystrokes since your last save, and could be useful in recovery situations.

These three items are documented fully in the text window Middle mouse button menu section of this chapter.

Basic text editing

The Document System treats text somewhat differently than a typewriter does. The Document system is paragraph oriented and recognizes information which is separated into paragraphs. Each paragraph in a document has its own set of parameters defining how it will look when it is printed.

Creating paragraphs

A paragraph is terminated by typing a carriage return (CR). This will end the paragraph and move the caret to mark the starting point of the next paragraph. A new empty paragraph with the same style as the preceding paragraph will be created for the user to continue entering text. See the section on Basic paragraph formatting for a more complete discussion of all the paragraph formatting functions.

Creating short lines

Short lines are those which contain a forced line break as required in lists and tables. For example, in a table it is desireable to have many short lines contained within one paragraph. A forced line break is created by typing a carriage return while holding down the control key (CTRL/CR). The example below is one paragraph. The end of the first through third lines contain the control/carriage return. The end of the fourth line contains a carriage return, which ends the paragraph.

class	students	trips
First	24	2
Second	28	4
Third	26	4

Typing tabs

The TAB key on the keyboard will insert a tab character at the current position of the caret. The caret will then move to the next tab stop defined by the paragraph. In the example above, the second and third columns were set up using the TAB key.

Viewing formatting marks

The display of formatting markers for carriage return (CR) in a body type paragraph \P , carriage return (CR) in a header type paragraph \P , control/carriage return (CTRL/CR) \supseteq , tab \P , and column and page break \square can be toggled on and off by using the display> formatting menu choice in the text middle button

menu. The formatting characters never appear in the printed output and they are not selectable characters.

When the example above is viewed in a document with formatting turned on, it looks like this.

class	students	trips2
First	24	2.2
Second	28 ŀ	4.2
Third	26 ŀ	4¶

Selecting text for editing

Please refer to the subsection "Selecting text" above, under Document System window usage for more information on selecting, deleting, inserting, and moving text.

Copying a text selection

First select the text that you want to copy. Then select the copy menu choice in the text middle button menu to place the selected text into the clipboard.

Replacing one text selection with another

The contents of the clipboard will replace whatever is selected in the document when the **paste** menu choice in the text middle button menu is used.

Selecting the entire document

There are two ways of selecting the entire document. One is to use the utilities > select doc middle button menu item. The other is to use the select doc button, which is available in the default button pane.

Undoing the last operation

The last performed copy, cut, paste, undo or font> menu choice may be undone by using the undo menu choice in the text middle button menu. For example if you have just cut some text from your document that you really don't want to lose you can get it back if you immediately select undo from the middle button menu.

Repeating an operation

The last performed copy, cut, paste, undo or font> menu choice may be repeated by using the again menu choice in the text middle button menu.

Opening and using the button pane

The button pane is a menu which will be attached to the text window when you select **display > button pane** from the middle mouse menu. Please refer to the "Button pane menu" section of this chapter for an alphabetical listing of each button and its functionality.

The default collection of buttons is a combination of character and paragraph formatting selections and other utilities. This affords you the convenience of having frequently used menu items available without having to open both the Character and Paragraph Looks menus, as well as having commonly used middle button items available without branching down the menu tree to select them. Most items will behave in a similar or identical way to menu selections found in the Character Looks and Paragraph Looks menus. Some buttons are unique to the button pane.

The default collection of buttons contains two useful utilities, select doc and find/replace; these work like the utilities > select doc and utilities > find/replace middle button items. The refresh button works like display > refresh. A unique item in the default collection is lowercase, which converts uppercase characters to lowercase. Complete descriptions of all of these functions follow in the appropriate sections of this User Guide.

In addition to the default collection of buttons, you can configure the button pane to contain some optional buttons with any or all of the default buttons as well. These can be added by using the system menu item User Profile> doc buttons> edit. The optional buttons are: bullet, clear tabs, formatting, galley, hardcopy, rule, save, time stamp, uppercase, wysiwyg, and [line spacing]. These, too, are similar or idential to items found in the Character or Paragraph Looks menus, or the display>, make> or utilities> menu tree. Unique to the button pane is time stamp, which provides the date and time. This item works similarly to the time stamp item found in other Analyst menus.

Pictured here is the complete collection of buttons displayed in the button pane.

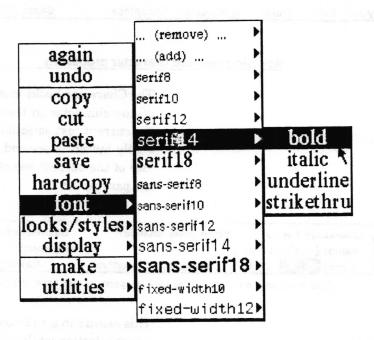
Close	bigger	bold	bullet	char looks	clear tabs	find/replace
formatting	galley	hardcopy	italic	lowercase	para lead	para looks
plain	refresh	rule	run around	save	select doc	smaller
time stamp	uppercase	wysiwyg	[align]	[break]	[line spacing]	

Basic character formatting

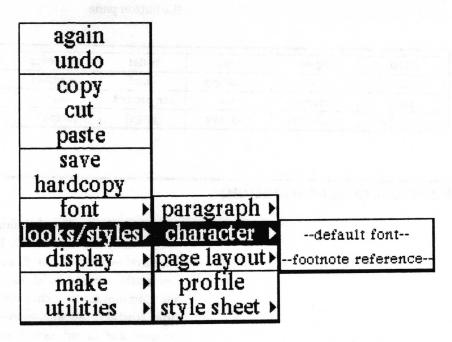
Character formatting is changing the looks of the characters in your document. Fonts may be set explicitly by name as in Serif 10, Sans – Serif 12 or fixed-width 10. In addition different properties such as bold italic strikethru and underlined may be set. Combinations of character properties and fonts like Serif 10 bold underlined and San serif 12 italie strikethru may be used and saved as named character looks called styles. The user is provided with three ways to set or alter the formatting of characters in a document.

Setting character looks by font name

The font > choice on the text middle button menu allows the user to set the character looks of a selection to any of the system fonts by selecting that font by name from the menu. In the following illustration the current text selection will be set to serif 14 bold



Displaying the current character looks properties



Select the characters of interest and select character > on the looks/styles > branch of the text middle button menu. The Character Looks menu will be displayed above the text pane in the Document Window with the character look property values from the current selection. If the Character Looks menu is already open, it will be updated with the character property values from the current selection.

Charact	er Loo	ks	Style mainte	nance!	Deactivate all!		Close	Apply	Get
Name:	[defau	lt font]			Face: [serif]	Size:	[10]	Offset:	0
Type:	Bold	Italic	Underline	Strikethru	Case: [Norn	tal]	, ,		

Applying selected character properties

The Character Looks menu is used to view or apply the properties of any character in the document. In the following illustration the current text selection will be set to **serif 14 bold** if the **Apply** button is pressed. If you do not know the font name and size of the current selection, pressing the **Get** button will fill in the parameters.

haracter Lool	<s< th=""><th>Style mainte</th><th>nance!</th><th>Deactivate all!</th><th></th><th>Close</th><th>Apply</th><th>Get</th></s<>	Style mainte	nance!	Deactivate all!		Close	Apply	Get
Name: [defau				Face: [serif]	Size	: [14]	Offset:	0
Type: Bold	Italic	Underline	Strikethru	Case: [Norm	tal]			

Here you can see the character look property values from the current text selection; serif 14 bold.

This menu can also be used to set some properties of characters in a text selection while leaving others unchanged. For example the bold and *italic* words in this sentence can be underlined while retaining their <u>bold and *italic*</u> properties through use of the Character looks menu. In the menu below, notice that only the **Underline** parameter has been activated.

Character Looks	Style maintenance!	Activate all!	Close	Apply	Get
Name: [default font-		Face: Setify///// S	Size: (20)	Offset:	1//
Type: Bold Atglie	Underline Strikethru	Case: (Mornal)			

See the "Character Looks menu" subsection of this document for the details on setting each of the character look properties.

Changing some of the character properties

In the Character Looks menu, click the left mouse button over Deactivate all! to set all of the character properties to inactive. Click the left mouse button over each property you want to activate and then set it to the new value. Then select Apply. Only the active character properties will be changed in the current selection. Here are three examples of formatting looks which can be selectively applied. The complete descriptions of all of the options can be found in the "Character Looks menu" subsection.

Face

In the Character Looks menu, click the left mouse button over **Deactivate all!** to set all of the character properties to inactive. Click the left mouse button over **Face**: to activate only that property. Select the face from the pop—up menu (serif, san—serif or fixed—width). Then select **Apply**. Only the face of the text in the current text selection will be changed.¹

Size

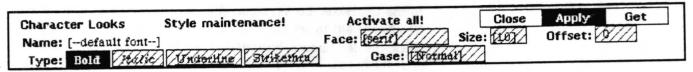
In the Character Looks menu, click the left mouse button over **Deactivate all!** to set all of the character properties to inactive. Click the left mouse button over **Size:** to activate only that property. Select the character size in points from the pop—up menu (example: 8, 10, 12, 14, 18). Then select **Apply**. Only the size of the text in the current text selection will be changed.²

- ¹ If the character size is not available in the new face, you will get a confirmer to either substitute with the default font or forget about changing the character face.
- 2 If the new character size is not available in the character face, you will get a confirmer to either substitute with the default font or forget about changing the character size.

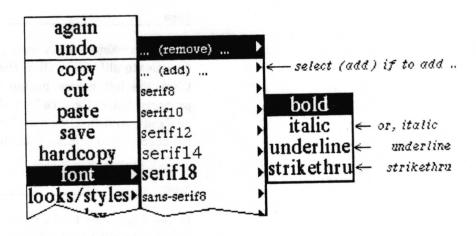
Type

There are several ways to alter the emphasis of the text in a selection without affecting the other character properties in the selection. These are by applying **bold**, *italic*, <u>underline</u> or <u>strikethru</u> to the selected characters.

On the Character Looks menu click the left mouse button over **Deactivate all!** to set all of the Character Look menu properties to inactive. Click the left mouse button over the **Bold** button until it is set to the desired state, highlighted for bold or normal for not bold. Select **Apply**. Only the bold property of the text in the current text selection will be altered.



The same effect can be achieved using the font> branch of the middle button menu and selecting either (add) > or (remove) > bold. The bold character property will be set accordingly in all of the characters in the text selection.



Setting character looks with the button pane

The display button pane option in the text middle mouse menu allows the user to set a variety of character looks. The button pane menu is described in detail in its own section in this chapter, but briefly, here is a description of its functions.

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
01030	Tittas repiace				4.1	smaller	char looks
refresh	bold	italic	plain	lowercase	bigger	Smaller	Char looks
refresh	bold	italic	plain	lowercase	Olgger	billurior	

The default character looks parameters (set in the User Profile > doc buttons > default menu selection) are: bold, italic, plain, lowercase, bigger, smaller, and char looks. Bold and

italic work just like the **fonts>** tree and the Character Looks menu. Plain will remove bold, italic, underline and strikethru from the selected text. The char looks button opens the standard Character Looks menu.

Five character looks functions which are unique to the button pane are: plain, lowerase, uppercase, bigger, and smaller. These can be added by using the User Profile > doc buttons > edit system menu item, and are described briefly here.

Plain fonts

The plain button will change all selected characters to the normal case, removing bold, italic, underline and strikethru.

Lowercase and uppercase

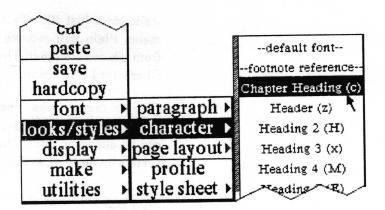
The lowercase button will change all selected characters from upper case (capital letters) to lower case. The uppercase button (not one of the defaults in the button pane) will do the reverse. Lowercase and uppercase can be used in combination with the bold, italic, plain, bigger and smaller.

Bigger or smaller fonts

Selecting the bigger and smaller buttons will search the system fonts for the next larger or smaller size of the selected text's font family and apply it to the selected text.

Saving character formatting as a style

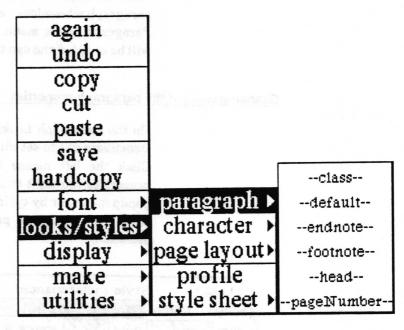
The user may name a set of character properties (a character look) as a character *style* and have the *style* be available as a menu option on the **character**> branch of the **looks/styles**> choice on the text middle button menu. This allows giving character looks familiar names which could help prompt the user as to where these character looks are to be used.



The selected character style in the above illustration would apply to the current text selection whatever character look was defined by the character style **Chapter Heading**. Refer to the *Character Styles* section of this chapter for complete information on creating, editing and deleting your own styles.

Basic paragraph formatting

Displaying the current paragraph looks properties



Select the paragraph of interest and select paragraph from the looks/styles branch of the middle button menu. The Paragraph Looks menu will be displayed above the text pane, and above the Character Looks menu, if that is already open. ³

Paragraph Looks	Style maintenance!	Deactivate all!	Close App	ly Get
Style (body) Nam	ne: [Normal Body (n)]	Type-in: [d	iefault font]	
Line Height: [fixed]	min: 14 extra l	ead: 0 Following para: [*:	self *]	
Para Align: [justify]	Lead before: 11	Keep Lines: 2	Break: [n	one]
Tabs Clear! Type:	[left] Interval:	17 Units: [points]		Run-around
	203 203	(1 yangelooving	504 0	
50 100	150 200 25	0 300 350 400	450 500	550 600
della edecimente	† 240	164795 D.W. 1878161 375 4	† 140	

Using the above Paragraph Looks menu you can access all of the paragraph formatting parameters which are described in detail in the "Paragraph Looks menu" subsection of this document.

Making one paragraph look like another

Place the caret somewhere in the paragraph that you want to be the source for the looks. Select **paragraph** from the **looks**/styles branch of the middle button menu and the looks of the indicated source paragraph will be loaded into the

3If you make a selection from the list to the right of paragraph>, that paragraph formatting or style will be applied to the current selection.

Paragraph Looks menu. Now move the caret to the target paragraph. Click over the Apply button in the Paragraph Looks menu and its looks will be applied to the target paragraph.

Alternatively, if the menu is already open, simply select the paragraph whose looks are to be duplicated and press **Get** in the Paragraph Looks menu. The parameters displayed in the menu will be updated and can then be applied to another paragraph.

Changing some of the paragraph properties

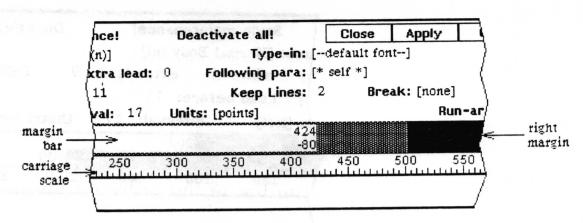
On the Paragraph Looks menu click the left mouse button over **Deactivate all!** to set all of the paragraph properties to inactive. Click the left mouse button over the name of each of the properties you want to activate, and set the new value using the popup menus or by typing in the value. Then select **Apply**. Only the active paragraph properties will be applied to the current selection.

Looks	Style maintenance!	Activate all!	Clos
(body) Na	me: Mormal Body (n)///	//////////////////////////////////////	
	min: 14// extra lead	: 8/// Following para: [*/ SP(\$/*)
Align: [justify] Lead before:	Keep Lines:	2///
Clear! Type	: [left] Interval:	Units: [points]	
			\
Û 100	150 200 250	300 350 400	450
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			12///
V//////		///////////////////////////////////////	1449//

If the above paragraph look was applied to some paragraph, the only property that would be affected would be Align. Type: and Units: are never deactivated.

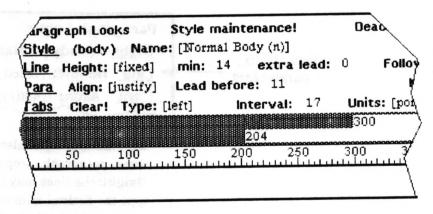
Here are several examples of formatting looks which can be selectively applied. The complete descriptions of all of the options can be found in the "Paragraph Looks menu" subsection.

Right indent



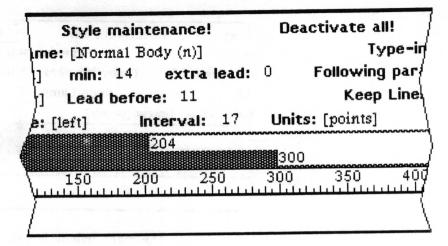
The right indent is set from the Paragraph Looks menu. Move the cursor to the right edge of the margin bar (located above the carriage scale) and pull the gray bar from the right edge to the desired position. This paragraph is an example of setting the right indent to 80 points from the right margin.

First left indent



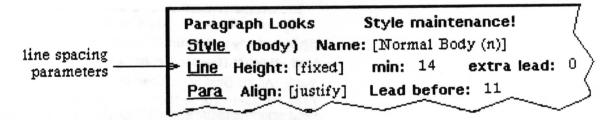
To set the first left indent, move the cursor to the left edge of the upper half of the margin bar, then pull the gray bar to the desired position. This paragraph is an example of setting the first line left indent to 300, with the rest left indent is set to 204.

Rest left indent



To set the rest left indent, move the cursor into the left edge of the lower half of the margin bar and pull the gray bar to the desired position. In this paragraph the first left indent is set to 204, the rest left indent is set to 300.

Line spacing



The line spacing is also called line leading or height. There are three paragraph properties that affect the line spacing. At **Height:** the lines may be set to either fixed or floating. At min:, type the desired minimum line height in points. At extra lead: you can add the desired amount in points for extra line leading. This paragraph has the above values, **Height:** fixed, min: 14, and extra lead: 0.

If you wanted to add more space between the lines in this paragraph you could enter 10 as the value for extra lead: and this paragraph would be the result. This paragraph has these values, Height: fixed, min: 14, and extra lead: 10.

If you have paragraphs with lots of wildly different font sizes in them you might want to allow the line height to float. That is each line will become tall enough to hold the tallest character in it. This paragraph has the values, Height: floating, min: 12, and extra lead: 0.

Spacing between paragraphs

paragraph spacing parameters Paragraph Looks Style maintenance!

Style (body) Name: [Normal Body (n)]

<u>Line</u> Height: [fixed] min: 14 extra lead: 0

Para Align: [justify] Lead before: 44

The spacing between paragraphs is also called paragraph leading. At Lead before, type the desired amount in points. This paragraph has 44 points of paragraph spacing down from the illustration above.

This paragraph has 33 points of paragraph leading from the paragraph above it.

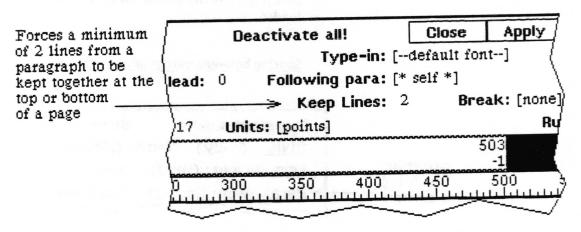
This paragraph has 22 points of paragraph leading from the paragraph above it.

This paragraph has 11 points of paragraph leading from the paragraph above it.

Controlling widows and orphans

If a paragraph is split by a page break, sometimes the last line of the paragraph is printed by itself at the top of a page. This line is called a widow. When the first line of a paragraph is printed by itself at the bottom of a page, it is known as an orphan. The Document System allows you to specify the minimum number of its lines which must be kept on each of the two pages (current page and following page) to prevent the appearance of widows and orphans. At **Keep Lines:**, type the desired number of lines which should be kept together at the bottom or top of a page.

If filling the first of the pages leaves too few lines for the top of the second page, the Document System will move lines from the bottom of the first page to the top of the second page. If this leaves too few lines on the first page, the entire paragraph will be moved to the second page.



For example if you set **Keep Lines:** to 2 the system will require that at least two lines fit on each page or the paragraph will be split between the pages so that at least two lines of it will be on each page.

Changing the paragraph alignment

The way lines are aligned in a paragraph is specified from the Paragraph Looks menu. For example: At Align: select justify. This paragraph is justify—aligned.

The way lines are aligned in a paragraph is specified from the Paragraph Looks menu. For example: At **Align:** left. This paragraph is left—aligned.

The way lines are aligned in a paragraph is specified from the Paragraph Looks menu. For example: At Align: right. This paragraph is right – aligned.

The way lines are aligned in a paragraph is specified from the Paragraph Looks menu. For example: At Align: center. This paragraph is center—aligned.

Setting paragraph looks with the button pane

The display button pane option in the text middle mouse menu allows the user to set a variety of paragraph looks. The button pane menu is described in detail in its own section in this chapter, but briefly, here is a description of its functions.

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

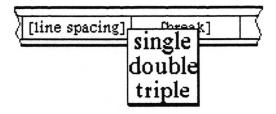
The default paragraph looks parameters (set in the User Profile > doc buttons > default system menu selection) are: [align], [break], run around, para lead and para looks. The effects of [align], [break] and run around are just like those available in the Paragraph Looks menu, except that clicking on [align] and [break] with the middle mouse button in the button pane will cause the menu to remain on the screen, whereas the left mouse button brings up the popup menu. Para lead opens a Prompter for the user to "Enter paragraph leading in points". The para looks button opens the standard Paragraph Looks menu.

Two additional selections can be added to the button pane by selecting User Profile > doc buttons > edit and these are described briefly here.

Clear tabs

This button works like the Clear! button in the Paragraph Looks menu. Select the paragraph(s) whose tab settings are to be erased and select this button. Any tab stops (shown under the carriage bar) are removed. Since the tab *character* is not removed from the text, the user may accept the default or Interval: tab stop or set new tab stops. Additional information on tabs may be found in a later subsection of this chapter.

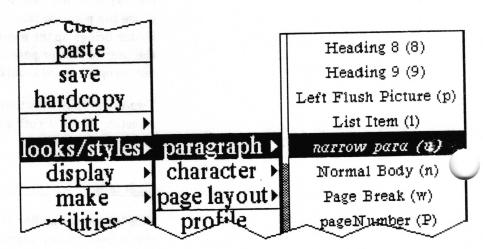
[line spacing]



This functionality is unique to the button pane. This item changes all of the Body type paragraphs in the document, regardless of which paragraph is currently selected. The popup menu offers three choices for the spacing between lines within a paragraph. Each of the choices retains the fixed or floating height and minimum size for the line. The single, double or triple spacing is achieved by adding extra line lead. Select the paragraph(s) to be modified and select from among single (0), double (15) or triple (30) points of extra lead or space between each line.

Saving paragraph formatting as a style

The user may name a set of paragraph properties (a paragraph look) as a paragraph style and have the style be available as a menu option on the paragraph branch of the looks/styles choice on the text middle button menu. This allows giving paragraph looks familiar names which could help prompt the user as to where these paragraph looks are to be used.



The selected paragraph style in the above illustration would apply to the current text selection whatever paragraph look was defined by the paragraph style narrow para. Refer to the Paragraph Styles section of this chapter for complete information on creating, editing and deleting your own styles.

Tabs

Tab alignment

When text containing tabs is formatted, the tab characters are matched with tab stops. The text following the first tab character in a line is aligned with the first tab stop to the right of its position. If another tab is encountered in the line, the text following it is aligned with the next tab stop to the right of its position. If no tab stop has been explicitly set, an *interval* tab stop will be used. If there is not enough space left on the line to use an interval tab stop, the text will be forced to the next line.

There are four types of tab stop alignment. The text that will be aligned with a tab stop is delimited in front by the matching tab character and behind by the next tab character or the end of the line, whichever comes first. The four types of alignment are:

Left

The left edge of the text will align with the tab stop.

Center

The horizontal center of the text will align with the tab stop.

Right

The right edge of the text will align with the tab stop.

Decimal

The first decimal point (period) in the text will align with the tab stop. If there is no decimal in the text, it will align as if there were an invisible decimal point on the end of the text.

Left	Center	Right	Decimal <.>
(tab stop at 130)	(tab stop at 250)	(tab stop at 370)	(tab stop at 450.)
blue	Helena	an	463.974
green	Mercutio	an ant	10
chartreuse	Puck	ants	.6599
I am left aligned.	I am centered. I	am right aligned.	I am decimal (.) aligned.

Displaying tabular text

When entering tabular data into a document, galley display mode is most efficient and will give you a fair idea of its relative placement, but you will find it to your advantage to use wysiwyg display mode for formatting the text to look good when it is printed. The widths of the characters used by the printer are different (usually smaller) than those normally used by text displayed on the screen so the amount of text that fits in a certain amount of space is different. Wysiwyg display mode displays the text using the same character widths the printer uses so that you can see what it will look like when it is printed without actually having to print it.

For example, the image below is what the table on the previous page looks like on the screen in galley mode, followed by an image of what it looks like in wysiwyg mode.

Center	Right	Decimal(.)
)(tab stop at 250)(tab s	stop at 370)(ta	b stop at 450.)
Helena	an	463,974
Mercutio	ant	10
Puck	ants	.6599
)(tab stop at 250)(tab s Helena Mercutio)(tab stop at 250)(tab stop at 370)(ta Helena an Mercutio ant

Left (tab stop at 130)	Center (tab stop at 250)	Right (tab stop at 370)	Decimal(.> (tab stop at 450.)
blue	Helena	an	463,974
green	Mescutio	ant	1 0
chartseuse	Puck	ants	,6599
I am lest aligned,	I am centered, I	am rightaligned,	I am decimal (,) aligned,

Interval tab stops

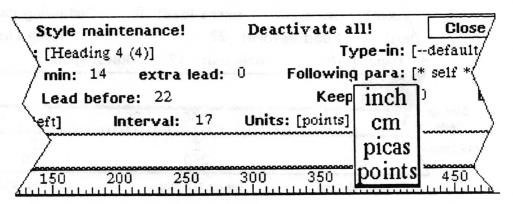
Interval tab stops (also called default tab stops) occur at regular intervals following the left indent or the last explicitly set tab stop in a line. Text will align with them on the left.

The distance between interval tab stops is a paragraph property which can be examined and set through the Interval: field in the Paragraph Looks menu.

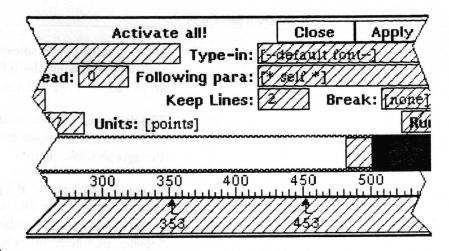
To set the tab interval of a paragraph, select the paragraph(s) you want to change the tab interval of, open the Paragraph Looks menu or use its **Get** function to load in the property values of the selected paragraph(s), select in the **Units**: field the unit type you wish to specify the interval in, activate the **Interval**: field if necessary, enter the number of units for the interval in the **Interval**: field, and finally select **Apply** to apply it to the paragraphs.

Displaying tab stops

A set of explicitly set tab stops is a paragraph property which can be examined and changed through the tab stops field in the Paragraph Looks menu. This field is the rectangular area located below the carriage scale. To display the tab stops of a paragraph, select the paragraph and then open the Paragraph Looks menu by selecting looks > paragraph in the middle mouse button menu, or use its Get function to load in the look values from the selected paragraph. The value of the Units: field may be given in inches, centimeters, picas, or points.

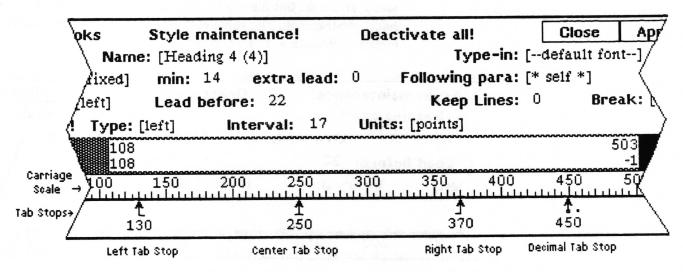


If more than one paragraph is selected or **Deactivate all** is used, the tab stops field will be inactive (denoted by a box of diagonal lines covering it). To activate it, move the cursor over it and click the left mouse button.



Setting tab stops

To set tab stops for one or more paragraphs, first display the current paragraph looks of the paragraph(s) in the Paragraph Looks menu. For each tab stop you want to set, check that the value in the Type: field is the type of alignment you want the tab stop to have, and change it if needed. Then move the cursor into the tab stops field, press the left mouse button down and move left or right, dragging the upward pointing arrow that denotes the tab stop. When it is in the desired position, release the mouse button. When you have set whatever tab stops you wanted, select Apply to make the selected paragraph(s) use the new looks.



The set of tab stops used in the previous example,

Deleting tab stops

To delete tab stops for one or more paragraphs, first display the current paragraph looks of the paragraph(s) in the Paragraph Looks menu. To delete all the explicitly set tab stops at once, select the Clear! function. (There is also an optional Clear button located in the button pane.) To delete specific tab stops one at a time, move the cursor directly over the tab stop and click the left

mouse button. An alternative method of deleting a tab stop is to move it off either end of the tab stop field. When you are finished changing tab stops, select Apply to make the selected paragraph(s) use the new looks.

Moving tab stops

To move existing tab stops for one or more paragraphs, first display the current paragraph looks of the paragraph(s) in the Paragraph Looks menu. To move a tab stop, move the cursor directly over the tab stop, press the left mouse button to pick it up, continue holding the mouse button down while moving the cursor to drag the tab stop to the new location, and then release the mouse button. When you are finished changing tab stops, select Apply to make the selected paragraph(s) use the new looks.

Changing tab type

To change the alignment type of a tab stop you must delete the old tab stop and set a new one of the desired type.

Special keystrokes

Backspace

Pressing the backspace key will delete the current selection and the character preceding it.

Delete

The current selection will be deleted if the DEL key is pressed. (On some workstation types, the delete key will do a backspace when the current selection is empty).

Escape

Hitting the ESC key will cause an implicit selection to become explicitly selected. When typing text, there is an implicit (not visible to the user) selection of all the text typed since the last explicit (made with the mouse) selection.

Left shift

The shift key on the left side of the keyboard is often used for special purposes. One end of a text selection can be moved by pressing the left shift key down, moving the cursor to the side you want to change of the current text selection, pressing the left mouse button, moving the cursor to the new end of the selection and releasing the mouse button.

Control

The control key on the left side of the keyboard (labeled Prop's on some keyboards) is used for special purposes in conjunction with other keys on the keyboard.

If you press and hold the control key down while hitting the Tab key, the text selection will be moved to the next occurrence of text surrounded by double angle brackets, ie. << some text>> would be selected as shown below. This feature is useful for documents requiring certain text fields to be filled in.

double angle brackets, ie. <<some text>> would

If there are no more occurrences of text within angle brackets the window will flash when control—tab is hit. (On keyboards with a Next key, that key may be used instead of control—tab if desired).

The control key is also used as a shortcut in applying Paragraph and Character Styles (refer to the "Styles and Style Sheets" subsection of this chapter for information on these features and their use.) Control <s> <key>, where <key> is the Key: assigned to a named Character or Paragraph Style, will apply the style to the current selection. The Key:s are shown in the Character and Paragraph looks popup menus, to the right of the style name and in parentheses. <Key> is case sensitive. Select the paragraph(s) or characters(s) to which the style is to be applied and press the control key and the 's' key together and release. Then press the character corresponding to the key of the style name to be applied and release. The Looks for the style attached to that key will be applied.

Advanced editing features

Implementing several of the features described below requires familiarity with the Page Layout editor. Please refer to the "Page Layout styles" section of this chapter for additional information on use of the Page Layout editor.

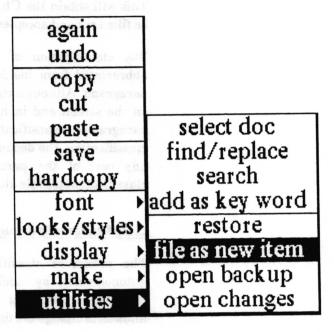
Finding some text

Text may be searched to find occurrences of a specified word or phrase, and if desired, replace it with a different word or phrase. To do this, select the location in the text where you want to start the search. If this happens to coincide with an occurrence of the text you want to search for, select that text and it will be presented to you as the default search string. Select the utilities > find/replace menu choice in the text middle button menu, or the find/replace button in the button pane. This will bring up the Find/Replace QBox for you to fill out. The replace all action option will repeatedly find and replace until the end of the document. After you accept the QBox, the search will begin.

	Find/Rep	lace	
accept cancel	bailOut		
Find:	mispled		
Action:	find	replace	replace all
Replace With:	misspelled		

Saving a portion of the document as a different document

Sometimes it is desirable to save a piece or even all of a document which is being edited as a totally separate document without disturbing the original. An example of this might occur in the process of editing the entire document for a different audience and wanting to save it but without overwriting the original. Another example might be the preparation of paragraphs in a document which could serve as "boilerplates" for other documents.



If you only want to put part of your document into a new document, select the portion you do want. If you want the entire document, it does not matter what is selected. Then select utilities is a text selection, a Confirmer will appear for you to indicate whether you only want the selected text (yes) or actually want the entire document (no). After answering that, the File request QBox will appear and should be filled out to designate the name of your new document and where and/or how it should be filled in one or more Information Centers.

Classified documents

The classification of information represents the degree of protection and security which must be used in its handling. Documents can be assigned classification and control categories from within the Information Center, or in the Document System. The Document System allows you to specify these controls paragraph by paragraph, or to specify one level for the entire document. The text for both Classification and Controls is set by

the system administrator; please refer to the System Administrator chapter of this User Guide for more information.

Classification of a paragraph

A paragraph's classification is determined by the highest level of classified information which is contained within the paragraph.

To change the classification of a selected paragraph, use the make > classify menu choice in the text middle button menu. This will obtain the Change Classification QBox which should be filled out and accepted.

The classification of the paragraph will be displayed in abbreviated form inside parentheses following the text of the paragraph. Although the classification and control text appears on the screen and in hardcopy, the text is not selectable. If a paragraph's classification is higher than the document's classification, the document's classification will be raised. When any part of the paragraph is copied, cut, or pasted, the classification travels along with it.

Classification of a document

The minimum classification of a document is determined autonomously by adding up the classifications of all the paragraphs contained within the document. The user is not allowed to change the document's classification below this level.

To change the classification of a document, use the classification menu choice on the right mouse button menu. This will obtain the Change Classification QBox which should be filled out and accepted. If the requested classification is at or above the minimum required by the contents of the document, the classification of the document will be changed and displayed in the classification bars on the top and bottom of the window (or they will be removed if the document becomes unclassified).

Doc Name

Sensitive Draft No Copy

This paragraph is classified at a higher level than the document as a whole, (Sensitive No Copy)

This paragraph has a lower classification,

Document classification printing locations

The location(s) on the page where the classification of the document will be printed are defined by the location of classification boxes in the page layout style. Refer to the "Page layout style" subsection of this document for more information on editing any page style. In each classification box, the classification will be printed as up to two lines with the Classification level on the first line and any Controls on the second line. The size and position of the classification boxes can be set by the user. Likewise, the Paragraph Looks menu can be used to change the parameters of the —class—default paragraph style.

If there is either no classification or if the classification boxes have been deleted, classification of the document will be ignored.

A classification box can be created by using the add> classification option on the middle button menu in the page layout style editor. The Default page layout style contains one classification box centered at the top of the page (Class1) and one centered at the bottom (Class2), either of which may be edited, moved, duplicated, or destroyed.

Page number location

The location on the page of the page number is defined by the location of a page number box in the page layout style. If there is no page number box defined for the page layout style, no page number will be printed. A page number box can be created by using the add > page number option on the middle button menu in the Page Layout style editor. If no style is specified for the page number it will simply be centered in the page number box. The Default page layout style contains a page number box at the bottom middle of the page, underneath and slightly above the bottom classification box.

Page number formatting

The page number style and format can be modified from their defaults.

To use a different style for the page number, define your own paragraph style (or use the default -pageNumber - paragraph style). Use the Page Layout editor window to select PageNumber from the popup menu. In the Edit PageNumber1 QBox, select the page number style as the value for the Use Style Named: field.

In the illustration below, a running head paragraph style named pageNumber with key of P has been defined and is being linked to the PageNumber1 box on the page layout.

accept	cancel	bailOut	genta sat atrosumonio		
Төр		10,5			
Bottom			0		
Left		0,75			
Right	La company		-0,75		
Use Style Named:		pageNumber (P)	Footer (f)		
		head	class		
		Header (h)pageNumber			
Page number character:		#			

The default format of the page number is simply the number of the page. You can print text before, after, or around the page number by adding a paragraph to your document (prior to the body text on the first page you want it used) containing the text to be used. The paragraph must be given the same header paragraph style you specified in the page number box. In the text of the paragraph, the location of the page number itself is indicated by inclusion of the Page number character: field of the page number editing QBox. When the document is printed the page number character will be replaced by the page number. The default character is a pound sign (#). The only reason to change this character from the default would be if you wanted to print a '#' in the page number text.

A page number paragraph was created to generate this chapter of the User Guide. In the document you are reading, the page number box is defined as shown above in the Edit PageNumber1 QBox. The pageNumber (P) style is displayed in the Paragraph Looks menu shown below.

Paragraph Looks	Style mainter	ance!	Deactiv	ate all!	Close	Apply	Get
<u>Style</u> (header) Name				Type-in:	[default	font]	
<u>Line</u> Height: [fixed]	min: 12	extra lead:	0 Fol	lowing para:	_		
Para Align: [left]	Lead before:	0		Keep Lines:	2 E	reak: [none]
Tabs Clear! Type:	[left] Inte	rval: 17	Units: [p	oints]	~~~~~	Re	un-around
						503 -1	
50 100	150 200	250	300	350 400	450	500	550 60

There is one paragraph using this style. It is located at the beginning of the document so that the page number will be included on the first page. The text of the paragraph consists of one line with "Analyst User Guide", a tab, and the text "Document System — #", as shown below.

Analyst User Guider	e ver en en eller en esta en entre en Santan en en en en en eller en en		Docu	ıment S	/stem -	#4
						- (
			rsh II ida	5/1		_2 \
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						mar)
<u>I</u> .	ab alignmentl	The State of the S	[7][6]]	9 (19)	land?	_¶ 〈
	When text	containing tabs is	formatted,	the tal	chara	cters a
Running	hoads			POL		

A running head or document header is text that is outside the normal body text flow and is not a generated page number or classification. It may be located anywhere on the page, there may be many headers containing different text, and the same header text may be repeated in more than one location. Typically, a running head appearing at the top of a page is called a header, and appearing at the bottom of a page, a footer.

If you have a style sheet or template document that already has a working example header, all you may have to do is replace the text in the example with the text you want to appear in your header.

To put a running head in a document which contains none, you must first define a paragraph style of header type using Style maintenance! add on the Paragraph Looks menu, or use the default - head -.

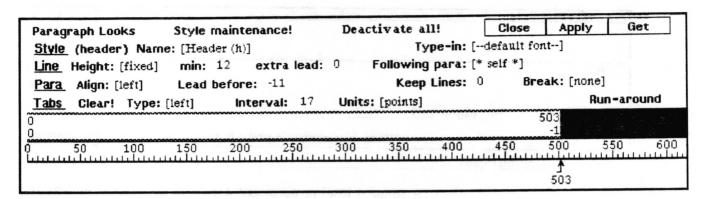
Header location

The location on the page of the header is defined by the location of a header box in the page layout style. A header box can be created by using the add > header - footer menu item in the Page Layout editor window. An Origin cursor will prompt you to sweep out a location and size for the header box, and an Edit Header 1 QBox will open for you to specify the size of the box more precisely.

Header formatting

To set up the header text, define your own paragraph style (or use the default -head - paragraph style). In the Edit Header1 QBox, select the header style as the value for the Use Style Named: field.

A running head was created to generate this User Guide chapter. In the illustration below, a running head paragraph style named Header with key of h was defined. When add > header - footer was selected, Header(h) was available as a choice and was linked to the Header1 box using the Use Style Named: field in the QBox.



In this chapter of othe User Guide, there is one paragraph using this style. It is located at the top of the document so that the header will be included on the first page. The text of the paragraph consists of one line with just two underlined tabs and a second line containing "Copyright(c) 1988 Xerox Corporation. All rights reserved.", a tab, and the date. In the page layout, the header box appears at the bottom of the page.

The reason for the negative paragraph leading (Lead before: field) is to dispose of the empty height in the first line of the two line paragraph. That line is 12 points high, but has nothing but the underline to print. Since we want the underline to appear at the top of the header box (10.5 inches from the top of the page), we disposed of 11 points of "empty space" and used only the one point underline, followed by the next line which contained text. Warning: Be very careful with trying negative paragraph leading — it can make it difficult or impossible to select the paragraph or paragraphs above it.

Changing running heads

Header text must be edited while in galley display mode. Headers will appear on every page until another paragraph of the same paragraph style is encountered. This new text will replace the text and will continue to appear on every page another paragraph of the same style is encountered, until a page layout style without the header box referencing the paragraph style is encountered, or until the end of the document.

Margins

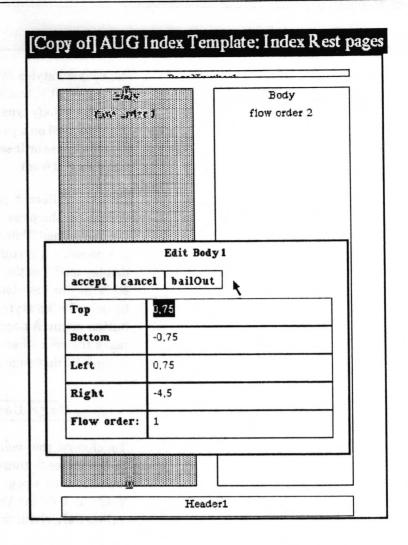
Page layout styles define the areas where text is allowed to go on a page. What is traditionally known as the margins of a page are defined by *Body* type boxes in a page layout style. To change the margins used on a page you must either edit the page layout style already in use or insert another page layout style that defines the margins you want.

Unless a different page layout style has been inserted in your document, the page layout style used by the entire document is the one named 'Default'. If any other page layout style is used in the document, a page layout style marker will appear (in galley display mode) at the spot where it is to take effect. A page layout style may be inserted between any two paragraphs in a document by using looks/styles > page layout > insert in the text middle button menu. A page layout style marker is placed in the text to mark the spot where a new page will begin using the text areas defined by that page layout style.

Page Layout Style: Classified Page

To change the margins defined by a page layout style use looks/styles> page layout> edit on the text middle button menu to open a page layout style editor window. The edges of the 'Body' box define the margins of the page. These are the four values (left, right, top, bottom) in the box's editing QBox.

Margins also define the white space in between columns. The example shown below define the margins for the pages used in the Index for this User Guide.



Landscape pages

A landscape page is oriented with the longer side horizontal (instead of vertical as with a portrait page). When looks/styles>page layout> is selected, the Create, Insert, or Edit Page Layout Style QBoxes provide a choice between (minimally) DefaultLandscape and Default. To change from portrait to landscape within the same document, you need to insert a landscape page layout style in your document at the place you want to switch to landscape orientation. If you want the document to start out landscape, insert it at the top of the document.

If the default landscape division style available is not suitable, you can also make one. Select looks/styles > page layout > create from the text middle button menu. In the Create Page Layout Style QBox that appears, enter a name for the page layout style and then select landscape for the orientation. This will enable the list of existing landscape styles in the template: field. Select one to use as a template to modify. When you accept the QBox, a page layout style editing window will be opened on your new style.

After inserting the page layout style into your document, the document window will become wider to accommodate the new width. (If you want to change back to portrait orientation, simply insert a portrait page layout style where you want the change to occur).

Bullets and rules

There are two options available in the make > menu tree which allow you to insert a bullet (•) and a horizontal or vertical rule into the Document.

The make > bullet middle button menu item inserts a bullet and a tab character into the document. The tab can be removed by backspacing.

The make > rule item opens an Edit Rule QBox for the user to enter the dimensions of the horizontal or vertial rule. The rule can be a solid black line, such as the one over the section heading "Advanced Editing Features" in this chapter, or can contain multiple lines of white and black lines like this

The Document Profile

There are properties of the document which are kept by the Document System until they are needed for specific tasks. These properties are known as the Document Profile. The properties kept have to do with default paper size, starting page number of the document, and starting endnote and footnote numbers.

These Profile properties allow you to break large documents into smaller ones and conveniently hardcopy all or some of the sections without having to worry about page numbering. Likewise, the correct numbering of footnotes and endnotes is automatically taken care of through the Profile. When a Hardcopy QBox opens on any document, you will notice that the value of the Starting Page No. field corresponds to the Document's Profile.

When the user selects looks/styles > profile from the middle button menu, a Document Profile QBox appears showing the current Profile. When the user changes any of the document properties, the window redisplays using the new properties defined by the Document Profile.

Graphics (pictures)

Graphics are sketches, images, maps, charts and graphic items. The bit map of any of these items may be placed in the document as if it were a character in the text. The picture does not include knowledge of underlying map or chart data.

Inserting a graphic

To insert a new graphic into your document you must first copy it into the clipboard, either from the main or brush menu of a sketch, map, or chart editor, or by selecting the item and copying it in an Information Center folder. Once it is in the clipboard, go back into your document window and select the location you want to place the graphic. Then select paste from the text middle button menu. If you copied the graphic from an editor, the graphic will now appear in your text. If you copied it in an Information Center, a Paste QBox will appear. Select the contents choice and accept, and then the graphic will appear in your text. It can then be selected, copied, cut, and pasted just like any other character in the text.

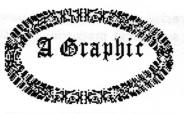
P () () ()	aste Idle Shutt	le
accept cancel	hailOut	
Paste	contents	data link
Link Types :	tow less syp	i ilizat
New link type		

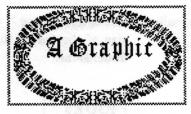
Formatting hints for graphics

Unless it is a very small picture, you will probably find it most desirable to locate your graphic in a paragraph by itself. You will then be able to more easily adjust its horizontal alignment (using Align: in paragraph looks) and distance from surrounding text. Using floating line height (set by Height: in paragraph looks) in conjunction with graphics is very useful because it will insure that your graphic will not overlay surrounding text.

Modifying a picture with the middle mouse button menu

By selecting a graphic you gain access to a middle mouse button popup menu with options specific to the picture. To select a graphic, move the cursor over it and click with the left mouse button. A gray line will appear around the graphic's edge to indicate that it is selected. To deselect the graphic, simply click the left mouse button somewhere outside of the graphic's display.







Unselected.

Selected.

Selected graphic menu.

The picture is the original graphic. It is displayed on the screen at its original size with a resolution of about 75 dots per inch (dpi). It can be scaled to a larger or smaller size, in which case it will only be shown on the screen as a gray rectangle but when it is printed the dots of the original graphic will be pushed together or expanded to the size of the rectangle.

looks

The picture can be framed with white space around it, and a border can be added to surround the picture and/or the frame. The looks option is used to set the border parameters for the graphic.

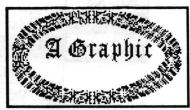


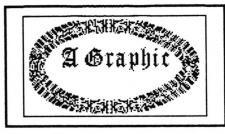
	Looks	
accept cancel	bailOut	
Picture Border	yes	no
Width	2	
Frame Border	yes	no
Width	2	

A border can be put on the picture and/or the frame. The width field below each border specification determines the border width in screen pixels (if the corresponding border is requested).



No borders.

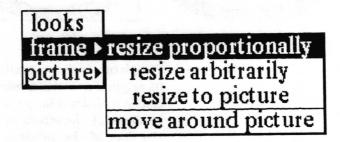




Border width of 2 on picture only. Border width of 2 on frame, 1 on picture.

resize proportionally

The option frame > resize proportionally is used to change the size of the frame to something proportional with the picture's dimensions.



After selecting this option, an Origin cursor will appear to prompt you to define a rectangle which will be the size of the frame. You will probably find it useful to move this to the location on the screen of where you would like the top left corner of the new frame to be. Press and hold down the left mouse button. The cursor will now change to a corner cursor and a gray rectangle surrounding the picture will be displayed to show you the minimum dimensions of the new frame (the size of the picture). Moving the cursor to the right or down will extend the frame - you will not be allowed to make it smaller than the picture. You may also notice that even if you are only moving right or down, the other edge of the rectangle surrounding the picture will also be moved in order to maintain proportionality. When you release the left mouse button, the gray rectangle surrounding the picture will be used by the system to define the dimensions of the new frame, the graphic will be redisplayed with the picture centered within the new frame, and surrounding text in the Document will be adjusted as necessary.

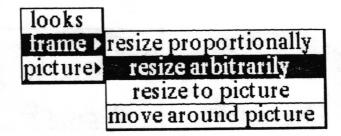






resize arbitrarily

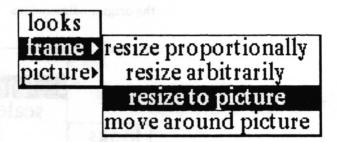
The option frame > resize arbitrarily is used to change the size of the frame without regard to the picture's proportions.



After selecting this option, an Origin cursor will appear to prompt you to define a rectangle surrounding the picture which will be the size of the frame. You will probably find it useful to move this to the location on the screen where you would like the top left corner of the new frame to be. Press and hold down the left mouse button. The cursor will now change to a corner cursor and a gray rectangle surrounding the picture will be displayed to show you the minimum dimensions of the new frame (the size of the picture). Moving the cursor to the right or down will extend the frame. You will not be allowed to make it smaller than the picture. When you release the left mouse button, the gray rectangle surrounding the picture will be used by the system to define the dimensions of the new frame, the graphic will be redisplayed with the picture centered within the new frame, and text surrounding the picture will be adjusted as necessary.

resize to picture

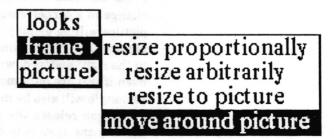
If you want to remove the frame (white space) around the picture, the option frame > resize to picture is used to change the size of the frame to the same size as the picture.



After selecting this option, the graphic will be redisplayed with the frame corresponding to the picture's edge, and text surrounding the picture will be adjusted as necessary.

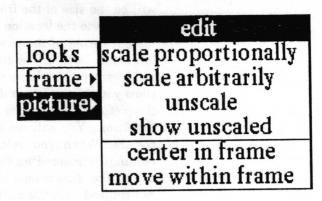
move around picture

The option frame > move around picture is used to change the placement of the picture within the frame by moving the frame in relation to the picture.



After selecting this option, the frame will be displayed as a gray rectangle surrounding the picture which can be dragged about the picture (but not away from it) by moving the cursor. When the relationship between the frame and picture is the way you want it, click the left mouse button. The graphic will be redisplayed.

edit The option picture > edit is used to change the picture.



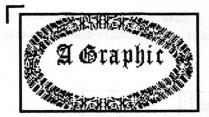
After selecting this option, a Sketch Editor window on the selected graphic will appear. You will be able to change the graphic and save it afterwards.

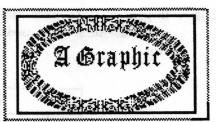
scale proportionally

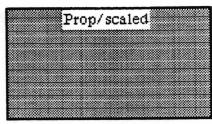
The option picture > scale proportionally is used to change the size of the picture but ensure that the new size is proportional to the original dimensions.

	edit
	scale proportionally
	scale arbitrarily
looks	unscale
frame >	show unscaled
picture.	center in frame
	move within frame

After selecting this option, an Origin cursor will appear. You will probably find it useful to move this to the location on the screen of where you would like the top left corner of the new picture to be. Press and hold down the left mouse button. The cursor will now change to a corner cursor and a gray rectangle surrounding the picture will be displayed to show you the dimensions of the new picture. The initial minimum size is very small. Move the cursor to the right and/or down to extend the lines. You may notice that even if you are only moving right or down, the other edge of the rectangle will also be moved in order to maintain proportionality. When you release the mouse button, the gray rectangle will be used by the system to define the dimensions of the new picture, the frame will be made the same size as the picture, and text surrounding the picture will be adjusted as necessary. When the graphic is redisplayed, the picture will appear as a gray box because it would take too long to try to make a useful display at the new size, but the picture will be compressed or expanded to fit the new size when it is printed.







scale arbitrarily

The option picture > scale arbitrarily is used to change the size of the picture without regard to the proportions of the original picture.

	edit scale proportionally scale arbitrarily		
WARRANT TO SEE			
o sair aminosid			
The tool golds	unscale		
looks	show unscaled		
frame >	center in frame		
picture>	move within frame		

After selecting this option, an Origin cursor will appear. You will probably find it useful to move this to the location on the screen of where you would like the top left corner of the new picture to be. Press and hold down the left mouse button. The cursor will now change to a corner cursor and a gray rectangle will be displayed to show you the dimensions of the new picture. The initial minimum size is very small. Move the cursor to the right and/or down to extend the rectangle. When you release the mouse button, the gray rectangle will be used by the system to define the dimensions of the new picture, the frame will be made the same size as the picture, and surrounding text will be adjusted as necessary. When the graphic is redisplayed, the picture will appear as a gray box because it would take too long to try to make a useful display at the new size, but the picture will be compressed or expanded to fit the new size when it is printed.

unscale

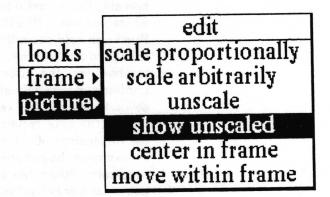
If you want to undo the effects of any scaling, the option picture > unscale is used to change a picture back to its original size.

	edit
	scale proportionally scale arbitrarily
looks	unscale
frame >	show unscaled
picture.	center in frame
La Caraciana de la Caraciana d	move within frame

After selecting this option, the picture will be returned to its original size, the frame will be made the same size, and surrounding text will be adjusted as necessary. The picture will be visable again, instead of the gray box representing the picture.

show unscaled

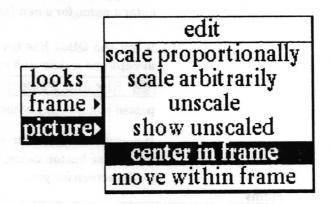
The option picture > show unscaled is used to temporarily display the scaled picture at its original unscaled size, when viewing the document in galley or wysiwyg mode.



After selecting this option, the picture will be displayed on the screen at its original size until you click the left mouse button.

center in frame

The option picture > center in frame causes the picture to be centered within the frame.



After selecting this option, the graphic will be redisplayed with the picture centered inside the frame.

move within frame

The option picture > move within frame allows the picture to be repositioned within the frame.

l terito à mo	the add edit
ean open Parm It in an Int.	scale proportionally
u spal or b	scale arbitrarily
looks	unscale
frame >	show unscaled
picture.	
THE MITTER	move within frame

After selecting this option, the edges of the frame will be displayed as a gray rectangle which can be moved around outside the picture by moving the cursor. A crosshair identifies the center of the frame. When the relationship between the frame and picture is the way you want it, click the left mouse button. The graphic will be redisplayed.

Data Links

A data link provides a reference to an item in an Information Center. Although of little use in the hardcopy form of a document, when the document is in electronic form it can be used to provide ready access to source materials or other items related to the document.

To insert a data link, go to the Information Center from which you opened the document and **copy** the item to which you want a link. Then return to your document, select the location where you want the reference to be, and select **paste** from the text middle

button menu. A Paste QBox will appear. Select the data link option and then select the type of link you want. If you select new link type, the New link type field will be activated and you can enter a name for a new link type to be created and used.

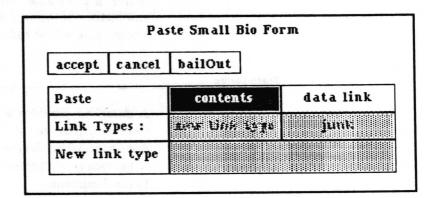
When the QBox has been filled out to your satisfaction, select accept and a data link marker will appear in your text, like this Bits and Pieces. It can then be selected, copied, cut, and pasted just like any other character in the text.

If you move the cursor over the data link marker and click the left mouse button twice, the referenced data item will be opened on the screen for you.

Forms

An Analyst Form item may be placed in your document as if it were a large character. Once it is in your document it can be selected and filled in or changed in user mode, in the same manner as if it were in its own window on the screen. Please refer to the Forms chapter for more information on these features.

To insert a Form into your document you must first copy it into the clipboard, either by using copy form in the middle button menu of an open Form window or by selecting the form item and copying it in an Information Center folder. Once it is in the clipboard, go back into your document window and select the location you want to place the Form. (Placing it in its own paragraph which uses floating line height will probably get the best results). Then select paste from the text middle button menu. If you copied the it from a Form window, the Form will now appear in your text. If you copied it in an Information Center folder, a Paste QBox will appear. Select the contents choice and accept, and the Form will appear in your text. It can then be selected, copied, cut and pasted just like any other character in the text.



If you move the cursor over the Form and click the left mouse button, it will be selected and operational as a Form. When it is selected a gray rectangle will appear around its edge.

Endnotes

An endnote is a piece of text referenced in the main body of text by a numbered *endnote marker*. Endnote markers are numbered sequentially within the document, starting from 1 unless the user specifies otherwise in the Document's profile.

Printing

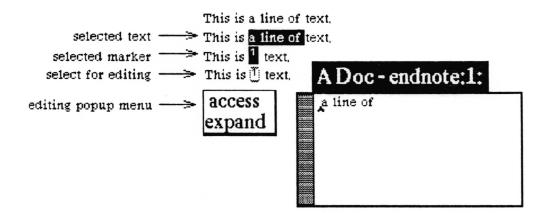
When a document containing endnotes is printed, the user may choose whether or not to include the endnotes. If they are to be included, the endnote reference markers will be printed as they are displayed on the screen and the endnotes themselves will be printed in an appendix section at the end of the document. If they are not to be included, neither the markers nor the annotations will be printed.

Inserting an endnote

To make an endnote, select the location where you want the marker to appear. If you select a piece of text, that selection will become the initial contents of the endnote. Select make endnote from the text middle button menu and an endnote marker like this 1 will appear in place of the selection.

Selecting an endnote

There are two ways to select endnotes, depending on what you want to do next. If you want to copy, cut or paste the endnote, just like any other characters in the text, use draw—through selection. The endnote maker will be displayed in reverse video. To gain access to a middle button popup menu with two options specific to editing endnotes, use a single left mouse button click on the endnote marker. It will be displayed with a gray rectangle around its edges to indicated that it has been selected and that the popup menu is available. To deselect the endnote, simply click the left mouse button somewhere outside of the marker.



Displaying or editing an endnote

The middle mouse popup menu for editing endnotes contains two items, access and expand.

To display an endnote, select its marker and then select the access option on its middle button menu, or double-click the left mouse button over the marker. You will be prompted by an origin cursor to frame an endnote window which will contain the contents of the endnote. This window is a smaller version of the document window made for viewing and editing endnotes. Many of the text menu choices are not available in its middle button menu, but the choices that are available work the same way as those in the Document window. There are no save or restore options. Instead are the menu options accept and cancel. Accept saves the current contents of the endnote and cancel changes them back to whatever contents were last accepted or the original contents. This means that the endnote's contents are stored in memory and are not written to disk until the Document itself is saved. As with any window, you may close the endnote window with the close option on the right mouse button menu.

Removing an endnote

The expand option on the endnote marker's middle button menu will cause the endnote marker to be replaced in the text by the contents of the endnote. The endnote no longer exists., and subsequent endnotes are renumbered.

To delete the text and endnote marker entirely, simply select through its marker and cut. If the endnote is not subsequently pasted somewhere, the endnote is gone, and subsequent endnotes are renumbered.

Footnotes

An footnote is a piece of text appearing at the bottom of a page which is referenced in the main body of text by a numbered footnote reference. Footnote references are numbered sequentially within the document, starting from 1 unless the user specifies otherwise in the Document's Profile.

Printing

When a document containing footnotes is printed, the footnote reference markers will be printed as they are displayed on the screen and the footnotes themselves will be printed at the bottom of the same page column.

Selecting a footnote

There are two ways to select footnotes, depending on what you want to do next. If you want to copy, cut or paste the footnote, just like any other characters in the text, use draw—through selection. The footnote reference will be displayed in reverse video. The footnote marker contains a middle button popup menu which has only one option, access. Use a single left mouse button click on the footnote marker to select the number. It will be displayed with a gray rectangle around its edges to indicate that it has been selected and that the popup menu is available. To deselect the footnote, simply click the left mouse button somewhere outside of the reference number.

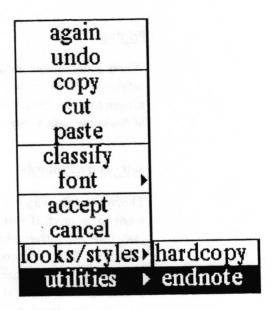
Inserting a footnote

Making a footnote works like making an endnote, as described above. Select the location where you want the reference number to appear. If you select a piece of text, that selection will become the initial contents of the footnote. Select make > footnote from the text middle button menu and a footnote reference number like this ¹ will appear in place of the selection.

Displaying or editing a footnote

To display or edit a footnote, select its reference number and then select the access option on its middle button menu, or double—click the left mouse button over the reference number. You will be prompted by an Origin cursor to frame a footnote window which will contain the contents of the footnote. This window is a smaller version of the Document system window made for viewing and editing footnotes. Many of the text menu choices are not available in its middle button menu, but the choices that are available work the same way as those in the

Document window. There are no save or restore options. Instead are the menu options accept and cancel. Accept saves the current contents of the footnote and cancel changes them back to whatever contents were last accepted or the original contents. This means that the footnote's contents are stored in memory and are not written to disk until the Document itself is saved.



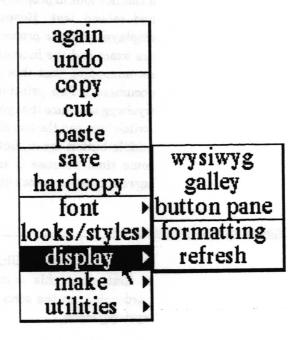
You can create an endnote within a footnote with the utilities > endnote menu item in the footnote window middle button menu.

Removing a footnote

To delete the text and footnote reference number entirely, simply select its number and **cut**. If the footnote is not subsequently pasted somewhere, the footnote is gone, and subsequent footnotes are renumbered.

Document display modes

There are two display modes the user can choose in the Document System, galley and wysiwyg. Each has its own special advantages.



galley mode

In the galley display mode, characters are spaced for the most comfortable viewing and editing of a document. However, the appearance of the document in this mode does not correspond to the way it will look when printed. The text line breaks (places where the lines of text end at the edge of the page) in the hardcopy of a document will not fall in the same places as they are displayed on the screen in galley mode. Data in tabular format may also look considerably different. The characters used for display in galley mode are generally larger than the corresponding characters used on the printer.

Galley mode allows access to and editing of header and page number text, and of page layout style markers. These markers are special paragraphs which are linked to specific page locations by style name. This mode also has higher performance because less formatting is done. This mode is recommended for most document generation. It is obtained by selecting display > galley in the text middle button menu.

wysiwyg mode

You can view your document as it will appear in hardcopy by selecting display > wysiwyg. Wysiwyg means What You See Is What You Get. This display mode shows your document as it will appear when it is printed. To do this the text must be displayed in a smaller font to properly show the correct position of line breaks and tabbed text. Headers, page numbers and footnotes are displayed in their proper places in this mode. The tab positions are exact and the indents are shown as you have specified. It is recommended that this mode be used as a last review of your document before printing. It is also useful to review tables in wysiwyg to insure that you properly spaced all columns. You may switch between the two display modes at will from the text pane's middle button menu, but switching to wysiwyg mode may take some time because it must format the document up to your current location before displaying it.

galley vs. wysiwyg example

The two sets of three illustrations each that follow are examples of first what this paragraph, and then a table, looks like hardcopied, on the screen in galley mode, and on the screen in wysiwyg mode.

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The two sets of three illustrations each that follow are examples of first what this paragraph, and then a table, looks like hardcopied, on the screen in galley mode, and on the screen in wysiwyg mode.

Left (tab stop at 130)	Center (tab stop at 250)	Right (tab stop at 370)	Decimal < . > (tab stop at 450.)
blue	Helena	an	463.974
green	Mercutio	ant	10
chartreuse I am left aligned.	Puck I am centered. I	ants am right aligned.	.6599 I am decimal (.) aligned.

Left	Center	Right	Decimal<.>
	(tab stop at 250)(tab		o stop at 450.)
blue	Helena	ân	463,974
green	Mercutio	ant	10
chartreuse	Puck	ants	.6599
I am left aligne	d, I am centered, I am	right aligned,I	am decimal (,) aligned,

Left	Center	Right	Decimal(,>
			(tab stop at 450,)
blue	Helena		463,974
green	Mescutio	ant	10
chartseuse	Puck	ants	,6599
Iam lest aligned,	I am centered, I	am right aligned,	I am decimal (,) aligned,

Styles and Style Sheets

A style is a named set of format 'looks'. By using predefined styles, the task of formatting a document can be greatly simplified. Formatting information does not have to be recreated for each document by marking many menu items. With a single menu choice, a combination of formatting properties can be applied to a selection.

There are three types of styles; Page Layout Styles, Paragraph Styles, and Character Styles.

Page Layout styles specify page layout information for different divisions of a document such as a chapter, index, table of contents, glossary, or other divisions unique to a particular document. The page layout information includes the position of page numbers, headings and footnotes, the number of columns and other page makeup parameters.

Paragraph styles determine properties that are associated with paragraphs, such as indentations, tabs, and the space between lines (the same properties that are visible in the Paragraph Looks menu).

Character styles determine the appearance of characters in a text string. A character style is composed of a type, face, size, case and offset (the same properties that are visible in the Character Looks menu).

A Style Sheet is a Document containing a predefined set of styles. A Style Sheet can be created by an individual Document System user and used only once, or if desired, Style Sheets can be designed so that they can be shared among various users. A company or department may establish document standards. These standards can be specified in one or more Style Sheets. This facilitates convenient creation of high quality documents in the specified style. Style Sheets also provide immediate and complete reformatting of an entire set of documents. If it is desirable to change the stylistic formatting for a group of documents, this can be done simply by "sharing" another style sheet. No other text manipulation is required.

Local and Global Styles

Styles are either *local* or *global*. Local styles are those defined, contained and saved within a document. These styles are said to be "known" to the document.

A *local style* might be defined to simply ease the formatting of the document and/or to override the properties of a similarly named global (shared) style.

Global styles are those defined and contained in the system, as well as those defined, contained and referenced in an external Style Sheet. The system defined global styles are automatically available for use by all documents. Through a Style Sheet, customized global styles may be attached to documents and shared among users. By using a Style Sheet, a department or company can easily produce documents which are formatted to appropriate standards.

Formatting Hierarchy

Formatting information may be specified at any of four levels of style hierarchy. Knowledge of the proper use of the style hierarchy is not essential for beginning users, but it can make formatting a lot easier for experienced users.

The global styles contained in the system are at the lowest level. Global styles obtained from a Style Sheet are at the second level. If a global style exists with the same name as a system defined style (such as default), information specified by the style sheet will take precedence. Local styles are at the third level. If a local style exists with the same name as a global style (defined by either the system or a Style Sheet), information specified by the local style will take precedence and the global style will be ignored. Finally, the Looks menus may be used to override individual items of local and global style information.

The purpose of this hierarchy is as follows. The system level simply provides a style automatically, so that if you do not want to specify a style, you do not have to. The global level is for shared document standards, or for any important style information which tends to show up in document after document. For style information unique to one document, but used in many paragraphs of that document, the local style level is best. When the style information applies to only one paragraph of one document, the easiest thing to use is a Looks menu.

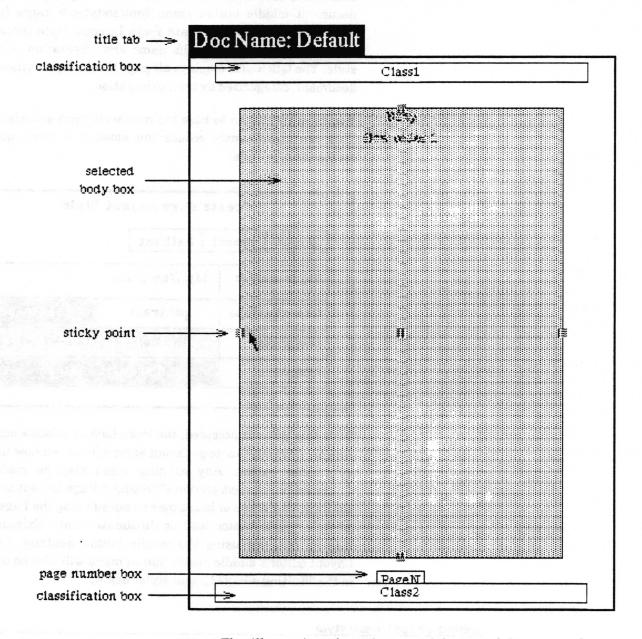
Page Layout Styles

Page Layout styles specify properties that are associated with chapters, indices, tables of contents, glossaries and other divisions of a document. Page Layout properties include

- page orientation
- number of columns
- the location(s) of body text and their respective order of flow
- position and representation of page numbers
- position and kind of headers/footers
- horizontal, vertical, and footnote rules
- page and area borders
- next page Page Layout style
- other page make up parameters.

All documents have at least one Page Layout style (defined by the system and named Default or DefaultLandscape depending on the orientation of the page) that is automatically applied to new documents. If you prefer to specify your own page layout style, the Page Layout window editor can be used to create, edit and insert a style into the document.

Page Layout editor

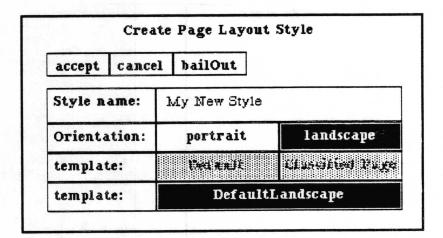


The illustration above is a special type of Document System window called a Page Layout editor. The Page Layout editor allows you access to the parameters of the Page Layout style. Selecting looks/styles > page layout > create or edit from the document's middle button menu will open the editor. The title tab indicates the name of the document and the page layout style name selected. In the example above, the Default (portrait orientation) style was selected. The editor displays a scaled outline of the layout of various kinds of text "boxes" or areas on the page: header—footer, page number, body, rule and classification. These will be described in the subsection below on editing a page layout style.

Creating a Page Layout style

Sometimes it is desirable to create a new page layout style. The document middle button menu looks/styles> page layout> create item opens the Create Page Layout Style QBox, which will allow you to specify the name and orientation of the new style. The QBox also displays all page layout styles known to the document, categorized by their orientation.

You have the option to base the new style upon an existing one. This can significantly reduce the amount of work needed to create the new style.



Once this QBox is accepted, the Page Layout window editor will appear. Position this page layout style editing window using the left mouse button. Any existing areas may be modified as described in the next section ("Editing a Page Layout style"). In addition, new areas or boxes may be added using the Page Layout editor's middle button add or duplicate items. Existing areas may be removed using the middle button destroy. The Page Layout editor's middle mouse button menu will also be described in the "Editing a Page Layout style" below.

Editing a Page Layout style

It is sometimes desirable to modify one of the existing Page Layout styles to better suit your requirements. You might do this when first opening a newly created document, or after reviewing the layout in wysiwyg mode or hardcopy.

You may edit one of the system's default layout styles, or one from a Style Sheet if it is known to the document. Select looks/styles> page layout> edit and the Edit Page Layout Style QBox will open.

		Edit	Page L	ayout Style	
accept	cancel	hailOut			
Style Named:		DefaultLandso	ре	Default	MyStyle
	1401312	Classified Pa	e		

All of the page layout styles known to the document will be listed in the **Style Named:** field. Select a style to edit and accept the QBox.

Position the page layout style editing window using the left mouse button. It will then display the defined areas as rectangles. A label will indicate the purpose of each box: Body (with flow order), Header, Page Number, Class (for automatic classification print area) and Rule. The areas can be resized by using the mouse, or can be edited with the page layout editor's middle mouse button menu.

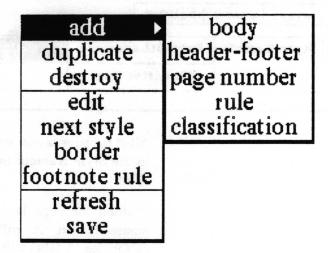
Area resizing

In order to modify any of the areas, that area must first be selected. Any of the areas can be selected in the usual way by clicking the left mouse button within the desired area. The selected area will be grayed and five 'sticky' points will be displayed; one at the center and one at the mid-point of each side.

The position and shape of a selected area may be changed using either of two methods. The easiest, but least precise method is to use one of the five sticky points. Move the cursor over one of the sticky points of a selected area and press the left mouse button. The anchor, and attached element, (the entire selected area, if the center sticky point) will follow the cursor until the mouse button is released.

A more precise method is to use the middle mouse button of the Page Layout style editor to select edit. This will open a QBox containing the dimensions of the box (margins of the top, bottom, left and right edges of the rectangle to be displayed), along with other information relevant to the type of box selected. Any and all of these values may be edited before accepting. Refer to the "Page Layout editor middle mouse button menu" subsection below for information on how to add, copy, delete and edit the area boxes.

Page Layout editor middle mouse button menu



The Page Layout middle mouse button menu allows you to add, copy, delete, modify and save the page make—up style. To select an area box for modification, click on the box with the left mouse button. Following in the order they appear in the menu are the item definitions.

add

The menu selections under add > allow you to define additional area boxes in the page layout.

body The Body text area defines the region for user generated text.
Running text will be formatted into the body text areas in the order defined by their respective flow orders.

Once you have drawn the new Body area with the mouse, a QBox will appear.

	Edit Body 1
accept can	cel bailOut
Тор	0,75
Bottom	-0.75
Left	0,75
Right	-0,75
Flow order:	1

Use it to set the parameters more precisely (see edit below). You also have the option to reset the *flow order* of the Body text area. Flow order is used to identify the order for the text areas or columns to be printed on the page. Each body text area should have a unique flow order number, beginning with 1, or the results may be confusing or unpredictable. Select accept when you are done. When the page layout is satisfactory, save the page layout editor window.

header - footer

Headers and footers define areas which contain information to be repeated from page to page. On the page you are reading, the Header displays the document title, section name and page number, while the footer contains the copyright notice and date.

Once you have drawn the new Header or footer box with the mouse, a QBox will appear.

	Edit Header1		
accept cancel	bailOut		
Тор	10,5		
Bottom	11.0		
Left	0.75		
Right	-0.75		
Use Style Named:	head	Footer (f)	
	class	pageNumber (P)	
	Header (h)	pageNumber	

Use it to set the parameters more precisely (see edit below). A header style must be attached to the area and is set in the Use Style Named: field. In the example above, a style from a Style Sheet was chosen. Alternatively, the default '-head-' could have been chosen. The actual text to be printed in the Header area is linked by having the same style specification. When the page layout is satisfactory, save the page layout editor window.

For more details on header and footer text, see the Advanced editing features section of this chapter.

page number

The location on the page of it's number is defined by the location of a page number box in the page layout style. If there is no page number box defined for the page layout style, no page number will be printed. A page number box can be created by using the add> page number option on the middle button menu in the page layout style editor.

Once you have positioned the new Page Number box, a QBox will appear.

accept	cancel	bailOut	CONTROL CONTRO					
Top Bottom Left Right		0,33						
		-10.5 0,75 -0,75						
					Use Style Named:		pageNumber (P)	Footer (f)
								head
			class	pageNumber				
Page number character:		aracter:	#					

Use it to set the parameters more precisely (see edit below). A non-Body style must be attached to the area by selecting from the Use Style Named: field. All non-Body styles known to the document are given in the QBox. In the example above, a style from a Style Sheet was chosen. Alternatively, the default '-pageNumber-' could have been chosen. You have the option to specify your own Page number character. The Page number character is a string of one or more characters which will be searched for and replaced by the actual page number in the page number paragraph identified in the Use Style Named: field. When the page layout is satisfactory, save the page layout editor window.

See Advanced editing features for more information about page number formatting.

rule

Rules are made of one or more solid lines used to divide areas on the page, such as the gutter rule for a multi-column page. They can be placed horizontally or vertically.

Once you have positioned the new Rule, a QBox will appear.

	Edit Rule1	
accept cancel	bailOut	
Тор	5,35	
Bottom	-5,53	
Left	0,45	
Right	-1,58	
orientation	horizontal	vertical
space/width pairs	0/1	

Use it to set the parameters more precisely (see edit below). You also have the option to specify its orientation (horizontal or vertical) and its looks. The space/width pairs parameter defines the white line(s) and/or black line(s), given in points, which will be drawn as a rule. In the example above, a rule is specified with 0 pixels of white space and 1 pixel of black line. When the page layout is satisfactory, save the page layout editor window.

See the Advanced editing features section of this chapter for more information on drawing rules.

classification

The location(s) on the page where the overall classification of the document will be printed are defined by the location of classification boxes in the page layout style. In each classification box, the classification text will be printed as up to two centered lines with the level on the first line and any controls on the second. Once you have drawn the classification box(es) with the mouse, a QBox will appear.

	Ed	it Class 1	
accept	cancel	bailOut	
Тор	0,11,		
Bottom	-10,49		
Left	0,49		
Right	-0,49		

Use it to set the parameters more precisely. The Default page layout style contains one classification box centered at the top of the page (Class1) and one centered at the bottom (Class2), either of which may be edited, moved, or deleted. When the page layout is satisfactory, save the page layout editor window.

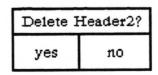
If there are either no classifications or no classification type boxes, classification of the document will be ignored. See the *Advanced editing features* section of this chapter for more information on classification boxes.

duplicate

This item makes an exact copy of the selected area box. Select the area with the mouse and select duplicate from the menu. You will be prompted to position the new text area box somewhere on the Page Layout editor window. Click the left mouse button when you are satisfied with the position and an Edit QBox of the appropriate kind will open so that you can set the parameters more precisely (see edit below). When the page layout is satisfactory, save the page layout editor window.

destroy

This item deletes the selected area box. Select the area with the mouse and select **destroy** from the menu. A Confirmer will make sure that you really want to delete the selected box.



Select yes and the Page Layout editor window will be redrawn without the selected box. If there were overlapping boxes, you may need to select refresh to have the editor window redrawn

completely. When the page layout is satisfactory, save the page layout editor window.

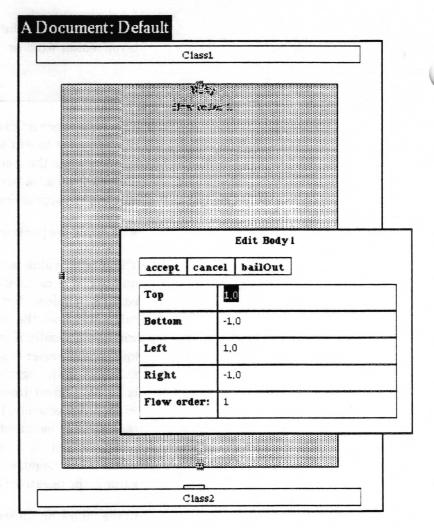
edit

This item opens a QBox for the selected area box. Select the area box you want to edit and select edit from the menu. If no box is selected when the menu item is chosen, a popup menu listing all of the known area boxes will appear. Select the one you want to edit and the appropriate edit QBox will appear.

Setting the parameters

The margin value is defined in inches. If specified as a positive number, it is calculated from the origin (top-left corner) of the editor's window; but if specified as a negative number is calculated from the corner (bottom-right corner) of the editor's window. Ususally if the width and height of an area are already known, it is easier to specify the margins using either all positive numbers or all negative numbers depending on whether the area is to be aligned from the origin or the corner of the editor's window respectively. If however, the emphasis is to have the area centered and balanced, then it is easier to specify the top and left positively and the bottom and right negatively where the bottom value is the negative or inverse of the top value and the right value is the negative of the left value.

In the following illustration, the top margin is 1 inch away from the top of the page, the bottom margin is 1 inch away from the bottom of the page, the left margin is 1 inch away from the left of the page and the right margin is 1 inch away from the right of the page. On an 8.5×11 page, the specification of (top: 1, bottom: 6.5, left: 1, right: 9) yields the same result as (top: 1, bottom: -1, left: 1, right: -1). Select accept and the display will update with the new dimensions.

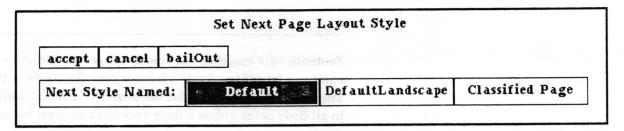


When the dimensions are satisfactory, save the page layout editor window.

next style

Next style is often used in constructing the skeleton of a document. It sets the page layout style for the next page. It could be used to set different layout styles for recto and verso pages, for example.

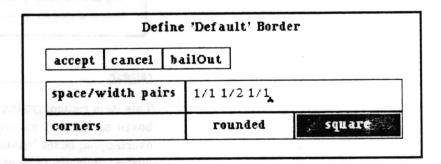
In order to set a different next style from the current page layout style, select next style from the middle button menu and a Set Next Page Layout Style QBox will appear. The QBox will display all of the page layout styles known to the document. Select the desired page layout style for the next page from the QBox and accept. The new next style will take effect on the next page when the page layout style is saved.



Although you cannot explicitly change to a new Page Layout style in the *middle* of a paragraph (see Inserting a Page Layout style below) **next style** will change to a new style when the paragraph spans two pages.

border

Borders can be added or removed from the page and any of the areas. In order to modify the page borders, deselect the current area box by moving the cursor to an open area in the editor's window and clicking the left mouse button. To modify the borders of an area, select the area of interest. Select border from the middle mouse button menu of the editor. A Define 'xxx' Border QBox will appear, where in place of 'xxx' is the name of the selected area or 'Default' for page borders. Select from rounded or square the shape of the borders' four corners and specify the desired border looks in terms of space/width pairs. Consider space as the thickness (in points) of a white rule and width the thickness (also in points) of a black rule.



Illustrated to the right of this paragraph is a bordered area resulting from the specification of $(1/1 \ 1/2 \ 1/1)$, where the borders are either going outwards from a selected area or inwards from the paper boundary.



See the Advanced Editing features section of this chapter for more information on space/width pairs used in drawing rules.

footnote rule

Footnote rule specifies the line(s) above the footnotes. Footnote rules can be defined for the page or specifically for a Body area. The footnote rule defined for the page will automatically be used in all Body areas unless a Body area has a defined footnote rule of its own.

In order to modify the page footnote rule, deselect the current selection first by moving the cursor to an open area in the editor's window and clicking the left mouse button. To modify the footnote rule of a body area, select the body area and select footnote rule. An Edit Rule QBox will appear for you to select the orientation (usually horizontal), length, and looks in space/width pairs. Consider space as the thickness (in points) of a white rule and width the thickness (also in points) of a black rule. If the selected area is other than a Body area, the display will flash and the QBox will not appear.

	Edit Rule	
accept cancel be	ilOut	
orientation	horizontal	vertical
length (in points)	108	
space/width pairs	0/0	

refresh

This item redisplays the Page Layout editor window. When area boxes are drawn as overlapping, deleting one or more of the overlapping boxes leaves an incomplete picture of the remaining box(es). Selecting refresh will force a redrawing of the boxes.

save

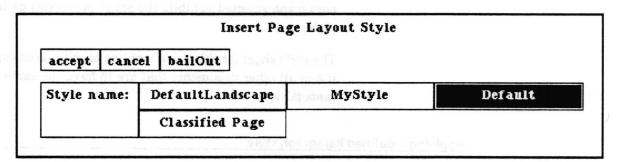
Selecting this item will save the new or edited Page Layout style. You must save the edited style before the document will reflect the changes. However, if you are not satisfied with your changes, you may instead choose close self (right mouse button menu) to close the editor window and end the editing session with no changes applied to the document.

Inserting a Page Layout style

A Page Layout Style may be inserted into the document between any two paragraphs to change the page parameters. The occurrence of a Page Layout style will force a page break.

To insert an existing Page Layout style, first use the left mouse button to place the caret somewhere in the paragraph which is to be the first paragraph of a new page. The Page Layout style will be inserted before the paragraph containing the caret. Next use the Document window's middle mouse button menu to obtain the sequence of menus described below.

Select looks/styles > page layout > insert. After releasing over insert, you will get an Insert Page Layout Style QBox containing a list of the known page layout styles.



The system will provide a default page layout style for portrait and landscape orientations; others may have been defined locally or be provided by an attached Style sheet. Select the one you wish to insert and accept. A Page Layout Style marker will appear (in galley display mode) at the spot where it is to take effect. You are not required to explicitly state that you are starting the document with page layout style 'Default' by inserting a 'Default' page layout style marker as the first item in the document.

Page Layout Style: Classified Page

This Page Layout style marker marks the spot where in galley display mode the page layout style named 'Classified Page' is to take effect. In wysiwyg display mode the Page Layout Style marker does not appear in context. But the page display will reveal the existence of a new page layout style.

Paragraph Styles

A Paragraph style is a set of paragraph formatting properties that has been given a name and a key character. The properties specify paragraph alignment, leading, page breaks, tabs, keeps, and margins; that is, all of the properties displayed in the Paragraph Looks menu.

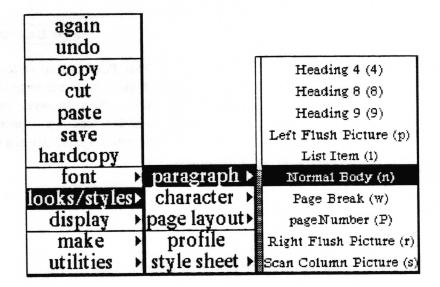
There are approximately 12 different sets of paragraph formatting properties given to paragraphs in this User Guide. Each set of properties was originally created using the paragraph menu, then defined as a separate Paragraph style. Whenever a paragraph is to be formatted using one of the styles, the paragraph is selected and the desired style applied to it from either the middle button menu or the paragraph looks menu. The paragraph selected exhibits the set of properties defined for the style.

The style sheet for this document has been tailored especially for it and all other documents that are to have the same formatting properties.

Applying a defined Paragraph style

An existing paragraph style may be applied in three ways: directly from the Document system middle mouse button menu, by using the Paragraph Looks menu, or by using the control key.

To set the style from the middle mouse button menu, select the paragraph(s) to be styled and choose a style using the scrollable menu available from the looks/styles> paragraph> branch of the Document window's middle mouse button menu.



In this example, the style 'Normal Body' will be applied to the selected paragraph(s). The looks of 'Normal Body' will *replace* any previous looks for the paragraph(s).

Paragraph styles can also be applied using the Paragraph Looks menu. With the Paragraph Looks Menu attached to the Document window, move the cursor right over Name: into the area in brackets. If you now press the left or middle button, a list of available styles will be displayed. (This list is the same as the scrollable menu shown above.) If the mouse button is released over one of the items, that name will then appear in the brackets and the Looks menu display will change to reflect that style's looks.

Paragraph Looks	Style maintenan	ce! C	Deactivate a	II! C	lose A	pply G	et
Style (body) Nam	e: [Normal Body (1)]	Ty	/pe-in: [defa	ault font]		
Line Height: [fixed]	min: 14 ex	tra lead: 0	Following	para: [defa	ault]		
Para Align: [justify]	Lead before: 1	1	Keep	Lines: 2	Break:	[none]	
Tabs Clear! Type:	[left] Interv	al: 17 Ur	nits: [points]			Run-arc	bund
	203 203				503 -1		
50 100	150 200	250 300	0 350	400 45	50 500	550	600

You Apply the desired looks to the paragraphs before they will be changed and seen in the document.

Styling with the Paragraph Looks menu is not as straightforward as using the editor middle mouse button directly. However, you may then use the Paragraph Looks menu to change, and thus override, selected parameters from the style. This can be useful in the case where a defined style differs from that desired by a single property or when defining new styles (see below).

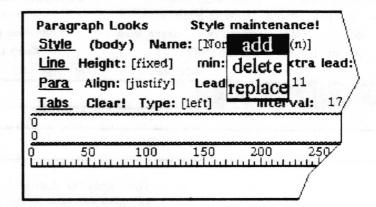
The third method of applying Paragraph Style looks to a selection is with the control key. By pressing <control> <s> and <key>, where <key> is the Key: assigned to a named Paragraph Style, the style linked to that key will be applied to the current selection. The Key:s are shown in the Paragraph looks popup menus, to the right of the name and in parentheses. Select the paragraphs to be changed, press the control key and 's' together and release. Then press <key> and release. The Looks for the style attached to that key will be applied.

Creating a new Paragraph style

If a particular set of paragraph looks will be used repeatedly, you may wish to define a new style with the same properties. To begin, open up the Paragraph Looks menu using the Document system middle mouse button looks/styles > paragraph >.

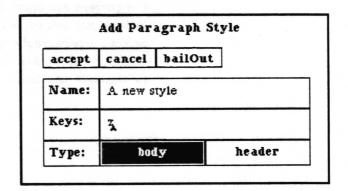
If a style already exists with many of the desired looks, you may want to start from it. Choose that style from the Name: field by using the left or middle mouse button. All the looks of that style will then be displayed. Then change any and all looks as desired.

A set of looks may be named (defined to be a style) by using the add popup menu choice in the Paragraph Looks menu. Click the left or middle button over **Style maintenance!** to see this menu.



In the resulting Add Paragraph Style QBox, give a Name: to the new style. The system will specify a Key:, or you may supply your own. Keys are case sensitive. A key may be any character which is not already being used as the key of another style. To discover keys currently in use, simply use the Document system middle mouse button menu items looks/styles> paragraph> and character> to see the lists of known styles. Each style name is followed by its assigned key in parentheses.

Finally, you must specify whether this new style is to apply to body text or headers (all non – body areas on the page).

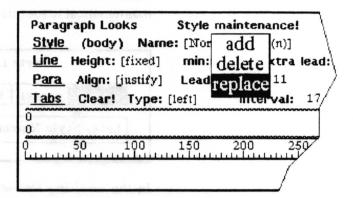


After accepting the QBox, the name and key will be added in *italics* (signifying a local style) to the list of named paragraph styles. As a local style it will be saved as part of the document.

Modifying a Paragraph style

To modify an existing style, choose that style from the Name: field by using the left or middle mouse button. All the looks of that style will be displayed. Change any and all looks as desired.

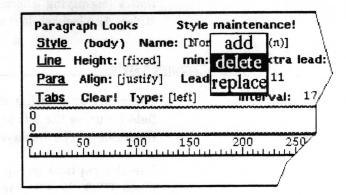
Use the **replace** popup menu choice in the Paragraph Looks menu. Click the left or middle button over **Style maintenance!** to see this menu.



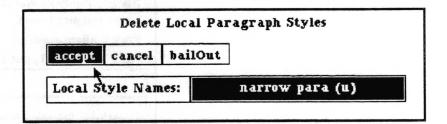
In the resulting Replace Paragraph Style QBox, select the style name whose looks will be replaced with those set up in the Paragraph Looks menu.

	Replace Paragraph Style	place Paragraph Style		
accept cancel bailOut				
Paragraph Style Names:	Page Number (P)	Footer (f)		
Γ	Chapter Heading (C)	Normal Body (n)		
	class	pageNumber		
	footnote	endnote		

Deleting a Paragraph style



A local paragraph style may be deleted by using the **delete** popup menu choice. Click the left or middle button over **Style** maintenance! to see this menu.



In the resulting Delete Local Paragraph Styles QBox select the name(s) of the local style(s) that you want to delete and then click over accept. The selected local styles will be deleted from your document. If there are no local styles known to the document, the Paragraph Looks menu will flash and the QBox will not appear. Global styles cannot be deleted from the document.

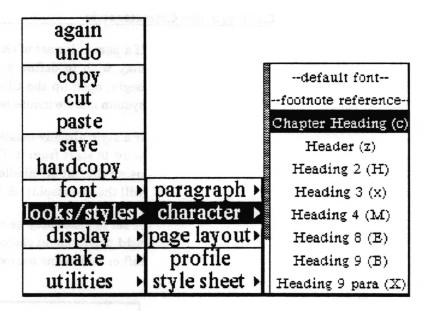
Character Styles

A Character style is a set of character formatting properties that has been given a name and a key character. A Character style is used to apply a set of character formatting properties to character strings in a paragraph. Character properties include Type:, such as bold, italic, underline, strikethru, Face:, Size:, Case:, and Offset:; that is, all of the properties displayed in the Character Looks menu.

Applying a defined Character style

An existing character style may be applied in three ways: directly from the Document system middle mouse button menu, by using the Character Looks menu, or by using the control key.

To set the style from the middle mouse button menu, select the character(s) to be styled and choose a style using the scrollable menu available from the looks/styles > character > branch of the Document window's middle mouse button menu.



The selected character style in the above illustration would apply to the current text selection those character looks defined by the character style 'Chapter Heading'.

Character styles can also be applied using the Character Looks menu. With the Character Looks Menu attached to the Document window, move the cursor right over Name: into the area in brackets. If you now press the left or middle button, a list of available styles will be displayed. (This list is the same as the scrollable menu shown above.) If the mouse button is released over one of the items, that name will then appear in the brackets

and the Looks menu display will change to reflect that style's looks.

You must Apply the desired looks to the characters before they will be changed and seen in the document.

Styling with the Character Looks menu is not as straightforward as using the editor middle mouse button directly. However, you may then use the Character Looks menu to change, and thus override selected parameters from the style. This can be useful in the case where a defined style differs from that desired by a single property, or. when defining new styles (see below).

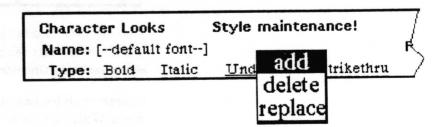
The third method of applying Character Style looks to a selection is with the control key. By pressing <control > <s > and <key >, where <key > is the Key: assigned to a named Character Style, the style linked to that key will be applied to the current selection. The Key:s are shown in the Character looks popup menus, to the right of the name and in parentheses. Select the characters to be changed, press the control key and 's' together and release. Then press <key > and release. The Looks for the style attached to that key will be applied.

Creating a new Character style

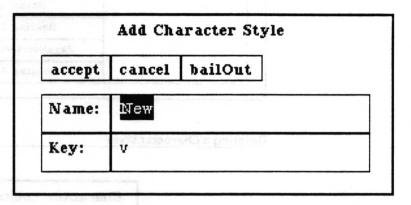
If a particular set of character looks will be used repeatedly, you may wish to define a new style with the same properties. To begin, open up the Character Looks menu using the Document system middle mouse button looks/styles > character >.

If a style already exists with many of the desired looks, you may want to start from it. Choose that style from the Name: field by using the left or middle mouse button. All the looks of that style will then be displayed. Then change any and all looks as desired.

A set of looks may be named (defined to be a style) by using the add popup menu choice in the Character Looks menu. Click the left or middle button over Style maintenance! to see this menu.



In the resulting Add Character Style QBox, give a Name: to the new style. The system will specify a Key:, or you may supply your own. Keys are case sensitive. That is, it matters not only what letter of the alphabet is chosen for the key, but also whether or not the letter is capitalized. A key may be any character which is not already being used as the key of another style. To discover keys currently in use, simply use the Document system middle mouse button menu items looks/styles> paragraph> and character> to see the lists of known styles. Each style name is followed by its assigned key in parentheses.

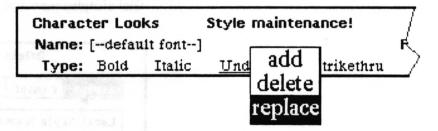


After accepting the QBox, the name and key will be added in *italics* (signifying a local style) to the list of named paragraph styles. As a local style it will be saved as part of the document.

Modifying a Character style

To modify an existing style, choose that style from the Name: field by using the left or middle mouse button. All the looks of that style will be displayed. Change any and all looks as desired.

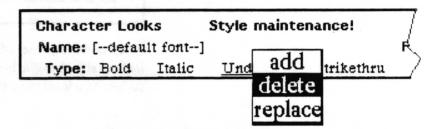
Use the replace popup menu choice in the Character Looks menu. Click the left or middle button over Style maintenance! to see this menu.



In the resulting Replace Character Style QBox, select the style name whose looks will be replaced with those set up in the Character Looks menu.

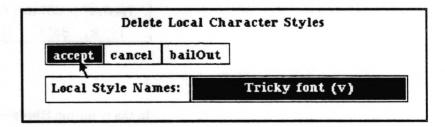
	Replace Character Style	
accept cancel hailOut		
Character Style Names:	Normal (N)	Heading 9 para (X)
en i en i	default font	Heading 9 (B)
The second of the second second	Heading 3 (x)	footnote reference
	Header (z)	Heading 8 (E)
	Heading 2 (H)	Chapter Heading (c)
	PageNumberLine (y)	List Item (L)
	Heading 4 (M)	

Deleting a Character style



A local character style may be deleted by using the **delete** popup menu choice. Click the left or middle button over **Style** maintenance! to see this menu.

In the resulting **Delete Local Character Styles** QBox select the name(s) of the local style(s) that you want to delete and then click over **accept**. The selected local styles will be deleted from your document. If there are no local styles known to the document, the Character Looks menu will flash and the QBox will not appear. Global styles cannot be deleted from the document.



The above selections will remove the local character style Tricky font from this document.

Style Sheets

Typically, groups, departments or companies produce documents with some small number of standard appearances. Examples might be memos, technical reports, management bulletins, etc. However, the effort necessary to repetitively format such standardized documents on a paragraph – by – paragraph basis is considerable. The process is much complicated if portions of a document must be delivered in more than one format.

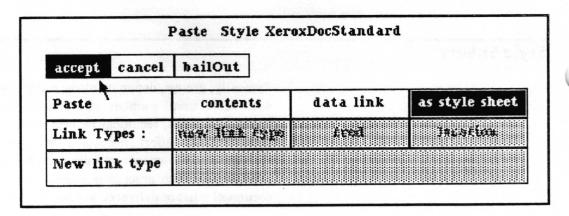
By using predefined Style Sheets, the users of the Document System can easily produce documents in the required format, without knowing the specifics of that format. Once a document has been formatted using a Style Sheet, the appearance of the document can be changed simply by applying a different Style Sheet.

A Style Sheet is a document containing a collection of style definitions. The style definitions may contain Page Layout, Paragrap and Character styles, in any combination. An installation might have several Style Sheets defined for memos, technical reports, management briefings, and so forth.

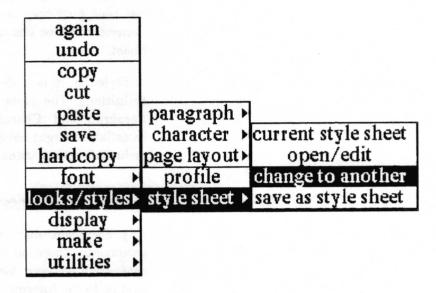
Attaching another document as a Style Sheet

Any document may be used as a Style Sheet for another document. There are two ways to make the Style Sheet connection between documents. Both methods require that you first go to the Information Center folder where the document to be used as a Style Sheet is stored. Select it and do a copy from the Information Center folder's middle button menu. This places the document in the clipboard.

The first method of attaching the document in the clipboard as a Style Sheet is to select paste from the Document System window's middle button menu. Position the caret in the open document where you want to insert the Style Sheet and select paste. A QBox will appear offering you the choice of pasting in the document in the clipboard as a Style Sheet.



The second method is to use the looks/styles > style sheet > change to another choice.



Change the style sheet to	: Style XeroxDocStandard
yes ∉	no

After you have selected yes or no, the document in the clipboard ('Style XeroxDocStandard' in the above example), will become the attached Style Sheet for the open document, which will redisplay using the formatting information from the new Style Sheet. If the new Style Sheet does not supply a particular style referenced by the document, the system will supply default(s).

If you do not have a document in the clipboard, this option can be used to remove the currently attached Style Sheet. A Notifier will inform you that only another document may be used as a Style Sheet. Then a Confirmer will ask you if you wish to change to 'None'. Selecting yes will remove the current Style Sheet from the document.

Creating a Style Sheet

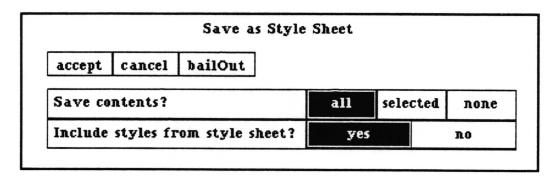
You should think carefully about the names and usage of the styles you that you are proposing to add or modify. In particular, you should think of the style *names* and *keys* to be generic to your installation, and define similar meanings for each occurrence of them in all your Style Sheets. This will greatly simplify the task of persons authoring and formatting the document. It will also insure that you can meaningfully switch between Style Sheets.

For instance, suppose that you have a Style Sheet named 'Style Draft Copy', with a paragraph style with name and key 'Normal Body (n)'. The style is used to describe the looks of the standard body text paragraph. If you now create a Style Sheet 'Style Final Report', you should be sure that the name and key of the standard body text paragraph are also 'Normal Body (n)'. Then, when you switch a document's Style Sheet from 'Style Draft Copy' to 'Style Final Report', all paragraphs styled as Normal Body will have the intended looks.

One method of creating a new Style Sheet, use the middle button menu from an Information Center folder to create > document.

Another method is to use an existing Style Sheet, if you have one which is similar to what you want to create. You can simplify your task by first attaching this Style Sheet to your new document. You can then modify and/or add to the existing Page Layout, Paragraph or Character styles.

Take advantage of the fact that a Style Sheet is a document by describing the intended use of each of the styles defined in that Style Sheet document in the Style Sheet Document itself. When you have made the necessary changes and wish to save the new Style Sheet, use the middle button menu to bring up a looks/styles > style sheet > save as style sheet. This will open the Save as Style Sheet QBox.



The Save contents? question is asking what portion of any text you want included with the Style Sheet. You may select some of the text and save it, or save all or none of the text in the Style Sheet document. Selecting some of the text is useful when the

text in the document you are saving as a Style Sheet is lengthy or was not originally created to be a Style Sheet.

You may also save all styles associated with an attached Style Sheet by marking yes in response to Include styles from Style Sheet? If you mark no, only local styles will be saved. Since a Style Sheet is not allowed to reference another Style Sheet, yes is the preferred choice if you want all of the global styles which came from another Style Sheet, as well as the local styles you have just created.

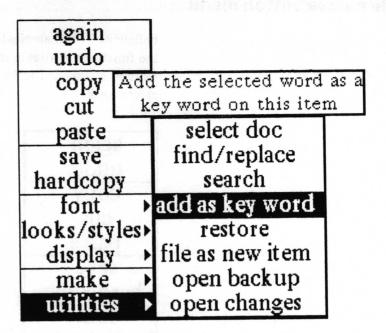
When you accept this QBox, the normal File request QBox will appear. When the File request QBox is accepted, your new Style Sheet will be filed into the specified Information Center(s).

Middle mouse button menu

Following in alphabetical order is a detailed description of each of the functions available in the middle button mouse menu. This section is intended to be reference material on how each menu choice works.

again
undo
copy
cut
paste
save
hardcopy
font
looks/styles
display
make
utilities

add as keyword



Concept

Allows the user to select words and phrases from the document that can be of use as key word aids for locating this document in an Information Center.

Procedure

Select one or more words in the document and then select add as key word from the utilities > branch of the middle button menu.

Effect

The selected words will be added as a single key word to this document's list of key words. The user will see no visible change in the document. The new key word will now be available to be used as a retrieval and organizational aid in this document's Information Center.

again

Repeat the last action, again undo copy cut paste

Concept

Searches for and finds the next occurrence of a piece of text or finds and replaces the next occurrence. What it will do depends on what the last text operation was.

Procedure

After putting something in the clipboard by performing a copy or cut or paste, check the current text selection before selecting again. Because again starts looking from the end of whatever the current text selection is, you may wish to change your text selection (even into a different document) before selecting again.

The again function can be selected repeatedly, or it can be set up to repeat automatically by holding down the left – shift key while selecting again.

Effect

If the last text operation was a copy or cut, again will cause the system to look for the next occurrence of the text that was copied or cut. When found, that occurrence will be made the next selection.

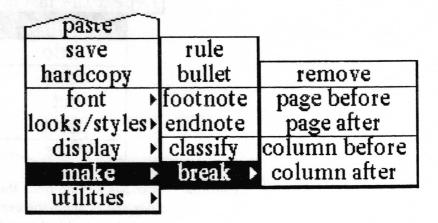
Use of again after replacing a piece of text will cause it to look for and find the next occurrence of the replaced text, and replace it in the same way. After a paste, or typing over existing text or a change of font through use of the font> menu choice, selecting again will cause the system to look for the next occurrence of the text that was changed. When another occurrence is found, it will be changed in the same way as the last occurrence, and made the current text selection. When again finds multiple occurrences, the window will be scrolled if necessary so that the new selection will be visible. When another occurrence is not found, the window will flash in reverse video. Once the automatic repeat use of again is started, it cannot be stopped until the last occurrence is found.

As the document scrolls during automatic again, you can abort further actions by pressing the middle mouse button. A popup menu reading abort will appear. Select it and no further editing changes will be made by again.

Related topic

copy, cut, paste, font>

break



Concept

Forces text to appear in a new page or column to occur before or after selected text, or removes the forced break.

Procedure

Select the portion of the paragraph(s) which either contains the unwanted break, or is to receive the page or column break and select from remove, page before, page after, column before or column after off the make> break> branch of the middle button menu

Effect

If remove is selected, any existing forced page or column break will be deleted from the selected paragraph(s). A natural page break or column break may still occur immediately preceding or following the paragraph(s), however.

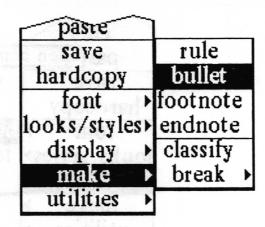
If page before is selected, a page break will occur immediately preceding each selected paragraph. Selecting page after will cause a page break to occur after each selected paragraph.

If column before is selected, a column break will occur immediately preceding each selected paragraph. Selecting column after will cause a column break to occur after each selected paragraph. Note that a column break is the equivalent of a page break when there is only one column of text.

Related topic

Paragraph Looks menu, button pane, the separate entry for each of these menu items

bullet



Concept Inserts a bullet (•) followed by a tab in the document.

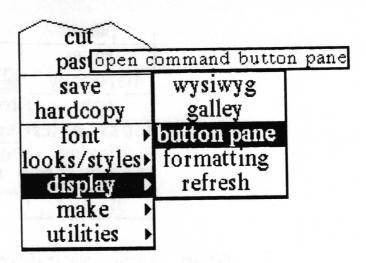
Procedure Select in the document where you want a bullet to appear and select make > bullet.

A bullet and a tab are inserted at the position of the caret. If formatting is turned on, these marks will appear in the text of the document at the location of the selected text • I. The tab can then be set to what the user desires with the Paragraph Looks menu.

Related topic Button pane menu, bullet; Paragraph Looks menu

Effect

button pane



Concept

Allows the user to open a pane containing command buttons and have the commands readily accessible in one click. Most of the commands are also found in either the middle button menu, the Paragraph Looks menu or the Character Looks menu. Some commands only exist in the button pane and would otherwise require multiple actions before achieving the same result. The list of buttons and their order on the pane is either set by the user, or the user can accept a default selection and organization.

Procedure

Select button pane from the display> branch of the middle button menu.

Effect

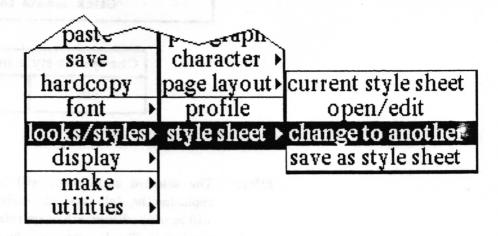
Opens the command button pane just above the text pane in the document window. If the document window has been framed arbitrarily, this action will cause the document window to be resized to approximate the paper width.

The default buttons are: close, find/replace, select doc, [align], [break], run around, para lead, para looks, refresh, bold, italic, plain, lowercase, bigger, smaller, and char looks. The other available buttons are: bullet, clear tabs, formatting, galley, hardcopy, rule, save, time stamp, uppercase, wysiwyg, and [line spacing].

Related topic

System Interface chapter, button pane section of this chapter

change to another



Concept

Allows the attachment of a style sheet to the document. The style sheet can provide predefined Paragraph, Character and Page Layout styles as an aid to the author in formatting. Only one style sheet may be attached to a document at a time.

Procedure

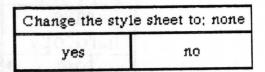
Copy the style sheet you want to use from the Information Center folder where it is stored. In the style sheet > branch of the looks/styles > branch select change to another. You will see a Confirmer allowing you a chance to reconsider. If you select no this function will be terminated. Selecting yes will attach the new style sheet to your document.

Change the style sheet to: Style XeroxDocStandard				
yes	no			

NOTE: If the content of the clipboard is not a document item, selection of **change to another** will bring up a Notifier with that information, followed by a Confirmer asking you whether to change the style sheet to "none". If you select *no* this function will be terminated. Selecting *yes* will cause any style sheet that was previously attached to be detached.

Only another document may be used as a style sheet.

Click mouse to continue.



Effect

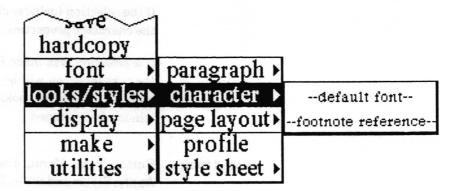
The selected style sheet will be attached to the document replacing the style sheet currently in use. The styles defined in it will be used wherever they are referenced and not overridden by a local style. The document will be redisplayed. The user will now be able to access the predefined styles from the sheet to aid in the formatting of the document.

NOTE: Some paragraphs may reference named styles which are not defined in the selected style sheet, in which case the default looks will be used.

Related topic

Styles and Style Sheets

character>



Concept

Opens the Character Looks menu to display the looks of the selected text and to allow the user to view and/or alter the character properties of a selection of text.

Selecting a character style from the character > tree applies that predefined look to the selected text without opening the Character Looks menu.

Procedure

Select the characters whose looks are to be viewed or altered and select character from the looks/styles> branch of the middle button menu.

To apply a predefined style such as default font (serif 10) or footnote reference (sans—serif 8 with offset set to 4), or any style defined by the user, make the selection from the scrollable menu to the right of character>.

Effect

If no selection was made from the list of character styles, the Character Looks menu will be opened just above the text pane. If the button pane is displayed, the Character Looks menu will be displayed above it. When no selections are made from the menu tree attached to character >, nothing is applied to the document until the Apply button in the Character Looks menu is selected.

Before the menu is attached to the window, this selection will reshape the window to simulate the paper width and a default height (the text window will vary in size, depending on how many menus are already displayed). This reframing may require you to reposition the document window Origin so that the whole document window will be visible on the screen. You should not have to intervene if the whole document window will be on the screen after reshaping.

The character properties of the selected text will be displayed in the menu (as if its **Get** button were selected). If the Character Looks menu is already displayed, it will be updated with the character properties of the selected text.

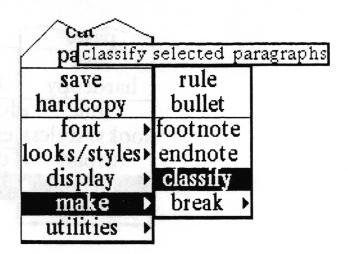
If the selection includes characters with more than one look, all of the character properties in the menu will be deactivated.

If a selection was made from the list of defined character styles, the text selection will be redisplayed using those character looks and the Character Looks menu will *not* be opened, nor will the window be reshaped.

Related topic

Button Pane Menu, char looks; Character Looks Menu, Get, Apply; Styles and Style Sheets, Character Styles, Name:

classify

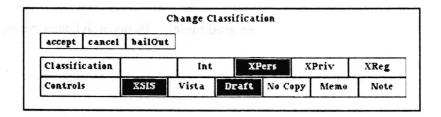


Concept

This allows the user to change the classification and controls of a selected paragraph from the options set by the System Administrator.

Procedure

Select the paragraph(s) to be classified and select make > classify. In the resulting Change Classification QBox set the desired classification and control choices by clicking over them with the left mouse button. When the Change Classification QBox opens it is set to the current classification of the first selected paragraph. When you are satisfied with the new classification select accept.



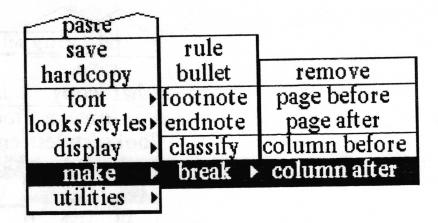
Effect

The desired classification will be attached to the paragraph. It will displayed in abbreviated form inside parenthesis following the text of the paragraph. The displayed classification is not editable by means of the normal text editing tools, however. If any part of this paragraph is copied or cut, the classification moves along with it and will be applied to any other paragraph that this text is pasted into. If the paragraph classification is higher than that of the document, the document's classification will be increased to the level of this paragraph.

Related topic

Classification of a paragraph, Classification of a Document

column after



Concept Forces text to appear in a new column, after the selected paragraph.

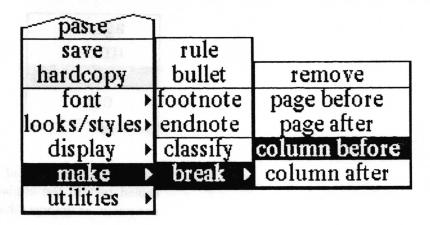
Procedure Select the paragraph after which you want the new column to begin and select make > break > column after.

The galley view of the document is updated to display the page/column mark. In the wysiwyg mode and in hardcopy, the user can see that the text is forced into the next column (or page layout body box) in the flow order, which may be the first box on the next page. When the break is set after the paragraph, the following paragraph will be forced to the next column.

Related topic Paragraph Looks menu, button pane

Effect

column before



Concept

Forces text to appear in a new column, before the selected paragraph.

Procedure

Select the paragraph before which you want the new column to begin and select make > break > column before.

Effect

The galley view of the document is updated to display the page/column mark. In the wysiwyg mode and in hardcopy, the user can see that the text is forced into the next column (or page layout body box) in the flow order, which may be the first box on the next page. When the break is set before the paragraph, that paragraph's text will be at the top of the next column.

Related topic

Paragraph Looks menu, button pane

copy



Concept

This will place a copy of the selected text on the clipboard. The copied text in the clipboard may be placed elsewhere in this document, or in some other document or tool in the Analyst.

Procedure

Select the desired section of text and then select copy from the middle button menu.

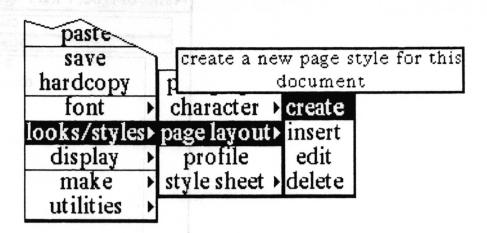
Effect

The selected text will be copied into the clipboard. There will be no visible effect to the user unless the clipboard's display feature is enabled.

Related topic

again, cut, paste

create

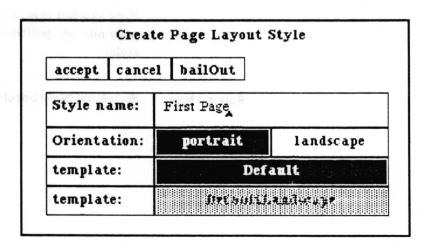


Concept

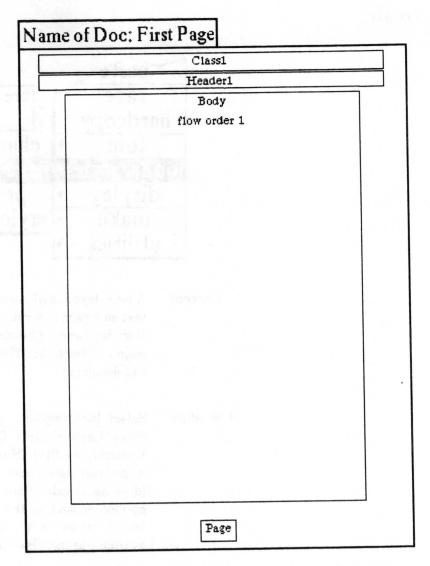
A page layout style is a named style which defines the layout of text on a page in terms of the paper orientation, the locations and sizes for running headers and/or footers, placement of columns, page numbers, etc.. The user may create local page layout styles in a document.

Procedure

Select looks/styles > page layout > create and the Create Page Layout Style QBox will appear. Give your new page layout style a Style Name: and select if the Orientation: is to be a portrait (document taller than it is wide) or landscape (document wider than it is tall) type of page. The template: options depend on the Orientation selected. The existing page layout styles in the document of the same orientation are available as models or templates for the user to edit.



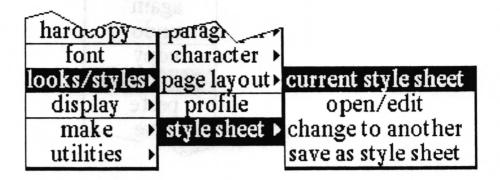
Effect After accepting the QBox, the new page layout style editor will be opened on it.



Here you can layout the headers, footers, classification location, page number position and body text areas for this page layout style.

Related topic Styles and Style Sheets, Page Layout Styles,

current style sheet



Concept This option allows the user to quickly find out which style sheet, if any, is attached to the document.

Procedure Select current style sheet from the style sheet > branch of the looks/styles > branch of the middle button menu.

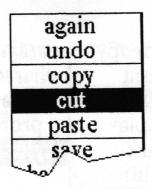
Effect A notifier will give the name and actual file name of the attached style sheet.

The style sheet for this document is Style XeroxDocStandard using the filename of ; Style-XeroxDocStandard,docs

Click mouse to continue.

Related topic Styles and Style Sheets

cut



Concept

Removes the selected text from your document and places a copy of it in the clipboard. The cut text in the clipboard may then be placed elsewhere in the document, or in some other document or tool in the Analyst.

Procedure

Select the text you want to remove from your document and then select **cut** from the middle button menu.

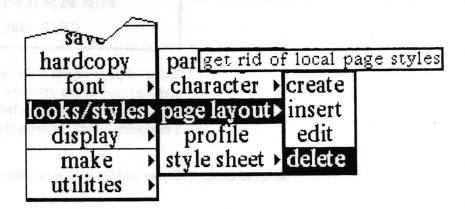
Effect

The selected text will be removed from your document and the affected paragraph(s) will be redisplayed. The removed text will be placed into the clipboard.

Related topic

again, copy, paste, undo

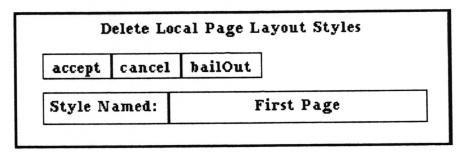
delete



Concept The user may delete any local page layout styles in a document.

Procedure

Select looks/styles > page layout > delete. If there are any local page layout styles defined in this document the Delete Local page Styles QBox will appear. You can then select which of the local division styles you want to delete from this document and select accept.



If there are no local page layout styles defined in the document you will see the following Notifier.

No local page layout styles to delete Click mouse to continue.

Effect

The selected local page layout styles will be deleted unless they are actually in use (have been inserted into or have been designated as the next style of another page layout style being used in the document. A Notifier will inform you which page layout styles could not be deleted.

The following styles are in use and cannot be deleted:

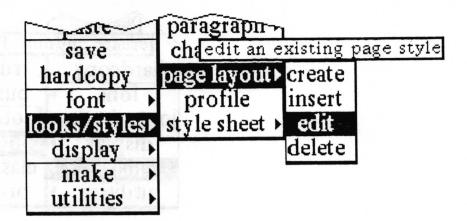
First Page is referenced by Title Page

Click mouse to continue.

If a local page layout style is deleted, and there is a page layout style defined in the attached style sheet with the same name as the local style, the style in the style sheet will take effect instead. The document will be redisplayed to reflect any possible changes.

Related topic Styles and Style Sheets, Page Layout Styles

edit

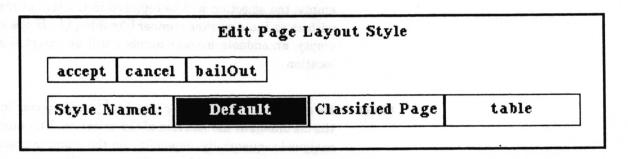


Concept

The user may change the page layout specified in a page layout style.

Procedure

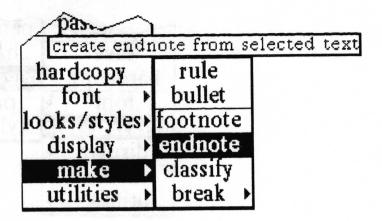
Select looks/styles > page layout > edit. The Edit Page Layout Style QBox will appear. Select the name of the page layout style that you want to edit. From the resulting page layout style window, you may modify the style's properties.



Effect A page layout style specification window is opened for the user on the specified page layout style.

Related topic Styles and Style Sheets, Page Layout styles

endnote



Concept

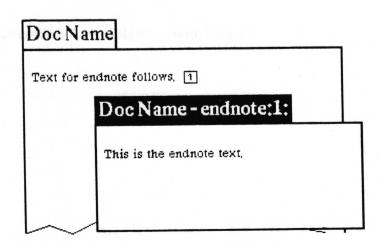
Allows the user to take the current selection and create an endnote: a sequentially numbered note attached to the document at the place where it was created and whose contents are printed at the end of the document in hardcopy.

Procedure

Select the text you want to become the contents of the endnote or simply select where you want the endnote to be inserted. From the make> branch menu select endnote. If the selection is not empty, the selection will be replaced in the text of the document with an endnote marker number like this 1. If the selection is empty, an endnote marker number will be inserted at the caret location.

Effect

An endnote marker number like this 1 will appear in the text of the document at the location of the selection. The number will be assigned sequentially, depending on the endnote's location in the document. That is, endnotes following will be renumbered. The endnote text window will open if the selection was empty, so that you may enter some text.



The selected text will now be accessible from the endnote marker number with the access menu selection in the endnote text window's middle button menu. If the text with the marker in it is moved, the endnote travels along with it. Therefore, endnotes are copied by copying the markers, and can be pasted into text in the same or another document.

An endnote is destroyed by deleting either its marker or by expanding it into the text with the **expand** menu item in the endnote text window's middle button menu.

Note that the system will take care of the renumbering of the endnotes if a change is made which affects the endnote marker numbers so that the notes are always sequentially numbered. Endnote numbers in a document begin with number 1 unless otherwise specified in the document's Profile.

Related topic Endnotes, Document Profile, looks/styles > profile menu item

The selected text will now be accessible from the endnote marker number with the access menu selection in the endnote text window's middle button menu. If the text with the marker in it is moved, the endnote travels along with it. Therefore, endnotes are copied by copying the markers, and can be pasted into text in the same or another document.

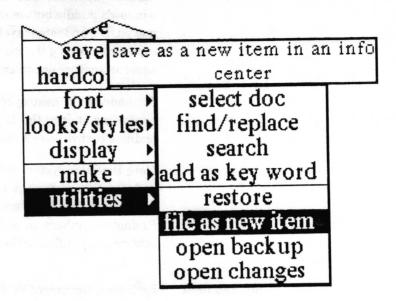
An endnote is destroyed by deleting either its marker or by expanding it into the text with the expand menu item in the endnote text window's middle button menu.

Note that the system will take care of the renumbering of the endnotes if a change is made which affects the endnote marker numbers so that the notes are always sequentially numbered. Endnote numbers in a document begin with number 1 unless otherwise specified in the document's Profile.

Related topic

Endnotes, Document Profile, looks/styles > profile menu item

file as new item



Concept

This allows the user to save all or part of the document (in its current state) as a new document.

Procedure

Select the part of the document that you want to store as a new document. You do not need to select anything if you want to store the entire document. Then select file as new item from the utilities> branch of the middle button menu. If you have a portion of the document selected, a Confirmer will ask if you want to file just the highlighted text.

File only s	elected text?
yes	no

Selecting no will cause the entire Document to be filed as a new item.

A File request QBox will open.

	File req	uest	
accept cancel	bailOut		
Name:	Doc Name		
Keywords:			
Info center:	Report	AT	alystDemo
Classification		Internal	Personal
	Sensitive	Registered	
Controls	Draft	No Copy	Memo
Filing Method:	manua	1	auto

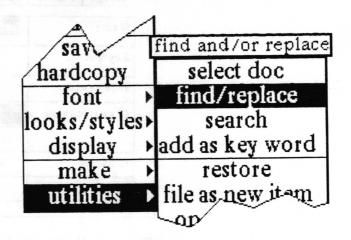
The new Document Name: is required; the name of the Document from which the text originated is highlighted in the field when the window opens. Keywords: are optional but, if present, they will be used to control the filing of the document. You must select the Information Center(s) into which the Document should be filed. Classification and Controls can be set or changed.

The choice of Filing Method: is between manual and automatic. If you select auto, the system will find the appropriate folders in the selected Information Center(s) according to the key words you provided and file your new Document into the folders. For any Information Center where there is no key word match with a folder, the new document will be placed in the Center's in box. If manual is selected, the Analyst will give you a list of folders from the first center selected in the Info Center: field. Thus, with manual filing you may only file into one Information Center at a time. You can then select in which folders to store your document.

Effect

A new document will be created containing the designated portion of the document and then filed into Information Center(s) as directed from the File request QBox. This has no effect on the state of the document from which you made this file request.

find/replace



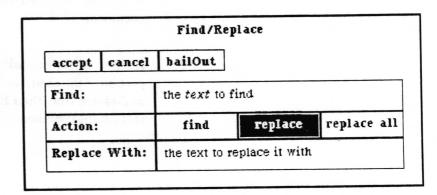
Concept

Allows the user to locate a piece of text, to locate and change a piece of text to another piece of text, or to repeatedly locate and change text.

Procedure

In some cases, it works best to first select the text which you want to find elsewhere in the Document and then select utilities> find/replace. However, since the system starts searching from the first character of the current text selection for the text to be replaced, and from the character after the beginning of the selection on a find, there are cases when you may want to start the search in a different place, select there, and enter the search text by hand.

After selection of find/replace from the utilities > branch of the middle button menu, the Find/Replace QBox will appear.



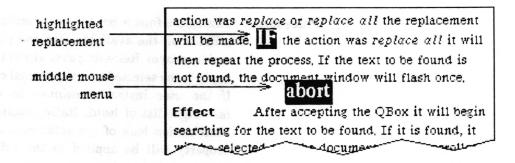
To just look for a piece of text, enter the text to be found and select the action find. To replace text, enter both the text to be found and the text to replace it with, and select the action replace to replace just the next occurrence or replace all to replace all the occurrences from the current text selection to the end of the document.

You can enter font information for the text into the QBox through the fonts > popup menu item located in the Find: and Replace With: fields. Paragraph breaks can be entered as two carriage returns in a row, line breaks as one carriage return. Other paragraph and special character formatting is not accommodated.

Effect

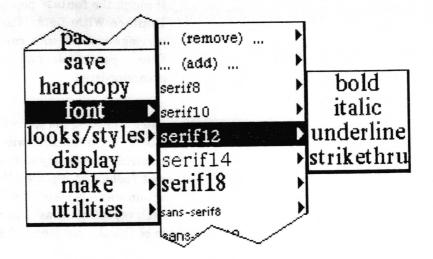
After accepting the QBox it will begin searching for the text to be found. If it is found, it will be selected and the document window scrolled if necessary so it will be visible. If the designated action was replace or replace all the replacement will be made. If the action was replace all it will then repeat the process, highlighting each replacement as it moves through the Document. If the text to be found is not found, the document window will flash once.

Note that if you want to stop the process during *replace all*, you can invoke abort from a middle mouse button popup menu.



Related topic Button Pane Menu, find/replace

font>



Concept

Changes the font of selected text.

Procedure

Taking the font > branch of the middle button menu you will get a list of all the available face and size combinations plus (add) and (remove). Releasing over any of the face and size choices will apply to the selected text the normal character look for the choice. If the user instead continues to move the cursor into the far—right list of bold, italic, underline, and strikethru, the combination look of the selected face and size and the chosen property will be applied to the selected text. The (add) and (remove) choices do not do anything when chosen by themselves, only in combination with bold, italic, underline, or strikethru. When (add) or (remove) is used in combination with one of these choices, the chosen property will be added or removed from the selected text without affecting any of the other character look properties.

Releasing the mouse button over **font>** will apply to the selection whatever fonting choice was last made by the user. This allows the user to quickly apply the same fonting to numerous text selections without having to make the full menu choice every time.

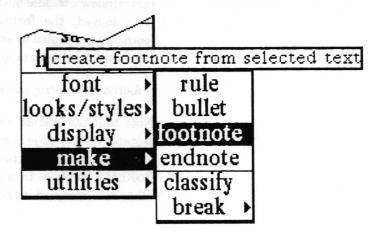
Effect

The character looks of the current selection will be changed to that chosen with the menu.

Related topic

Basic character formatting, Character Looks Menu

footnote



Concept

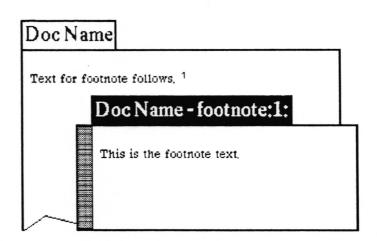
Allows the user to take the current selection and create a footnote: a sequentially numbered note attached to the document at the place where it was created and whose contents are printed at the bottom of the page in hardcopy.

Procedure

Select the text you want to become the contents of the footnote or simply select where you want the footnote to be inserted. From the make > branch menu select footnote. If the selection is not empty, the selection will be replaced in the text of the document with an footnote reference number like this 1. Or if the selection is empty, a footnote reference number will be inserted at the caret location.

Effect

A footnote reference number like this 1 will appear in the text of the document at the location of the selection. The number will be assigned sequentially, depending on the footnote's location in the document. That is, footnotes following it will be renumbered. The footnote text window will open if the selection was empty, so that you may enter some text.



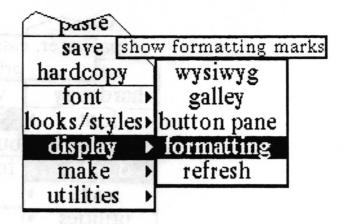
The selected text will now be accessible from the footnote reference number with the access menu selection in the footnote text window's middle button menu. If the text with the marker in it is moved, the footnote travels along with it. Therefore, footnotes are copied by copying the references, and can be pasted into text in the same or another document.

A footnote is destroyed by deleting its reference number.

Note that the system will take care of the renumbering of the footnotes if a change is made which affects the footnote reference numbers so that the notes are always sequentially numbered. Footnote numbers in a document begin with number 1 unless otherwise specified in the document's Profile.

Related topic Footnotes, Document Profile, looks/styles > profile menu item

formatting



Concept

This causes the formatting marks in your document to be toggled on and off. Turning on the display of these symbols can help you to rapidly correct the formatting of your document.

Procedure

Select formatting from the display > branch of the middle button menu and release the mouse button.

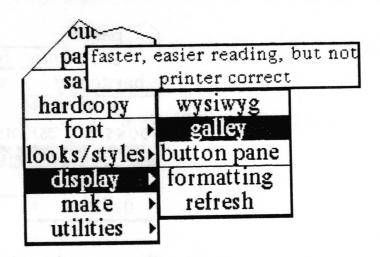
Effect

There are five formatting indicators used by the Document System. The formatting marker for a body paragraph (carriage return from the keyboard) is the symbol \(\bar{1} \). The marker for a header paragraph (carriage return from the keyboard) is the symbol \(\bar{1} \). The marker for a tab (TAB from the keyboard) is the symbol \(\bar{1} \). The marker for a forced line break (control and carriage return from the keyboard) is the symbol \(\bar{2} \). And the marker for column or page break is the symbol \(\bar{2} \). And the marker for column or page break is the symbol \(\bar{2} \). If they were not already displayed, the document formatting marks will be shown in the Document. If they were visible, they will be removed from the display.

Related topic

Button Pane Menu, formatting

galley



Concept Causes the document to be displayed in galley mode.

In the galley display mode characters displayed on the screen are spaced for the most comfortable viewing and editing of a document. However the appearance of the document in this mode does not correspond to the way it will look when printed. The text line breaks (places where the lines of text end at the edge of the page) in the hardcopy of a document will not fall in the same places as they are displayed on the screen in galley mode. Data in tabular format may also look considerably different. The characters used for display in galley mode are generally larger than the corresponding characters used on the printer.

Galley mode allows access to and editing of header, footer, and page number text, and of page layout style specifiers. These are special paragraphs which are linked to specific page locations by style name. This mode also has higher performance because less formatting is done. This mode is recommended for most document generation.

Procedure

Select galley from the display > branch of the middle button menu and release the mouse button.

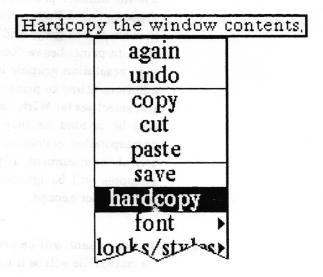
Effect

The document will be redisplayed in galley mode (if it wasn't already) without moving your location in the document.

Related topic

wysiwyg, Button Pane Menu, wysiwyg

hardcopy



Concept

Makes a file from the document in a format the printer will understand, and sends it to the printer and/or files it in an Information Center for later use.

Procedure

Select hardcopy from the middle button menu. The Hardcopy QBox will appear.

F	lardcopy	,
accept cancel bailo	ut	
Send to Printer	now	later
File in an info center	yes	RO
Number Copies	1	
Starting Page No.	1	
Printer Name	Your Printer Nan	1e
Print Pages	All	Some
from:	j	
to:	j	
Resolution:	high	low
With Endnotes	yes	no

Send to Printer later will make a printer formatted file for you to print later. Choosing yes to File in an info center will save the printer file into an Information Center; a File request QBox will appear for you to fill it in and accept. The Number Copies field accepts type—in. Starting Page No. will accept type—in, or

use the number provided by the Document profile. If you select Some for Print Pages, the from: and to: fields will become active (not shaded in grey) and you can enter the range of pages you want to print. Leave Resolution: set to low unless you have a high resolution graphic in your document and want to take the additional time to print the graphic at its highest resolution. If you select yes for With Endnotes any endnote reference markers will be printed as they occur in the document text and the corresponding endnotess will be printed in an appendix at the end of the document. If you select no for With Endnotes, any endnotes will be ignored and not printed. After filling in the QBox, select accept.

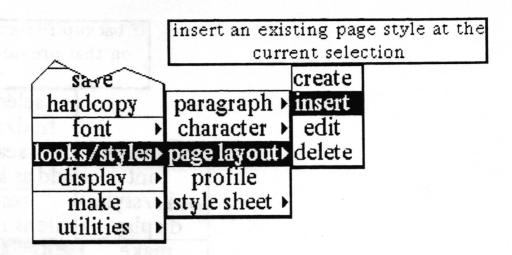
Effect

The document will be printed on the printer, and/or the printer formatted file will be filed in the specified Information Center(s).

Related topic

Button Pane Menu, hardcopy

insert

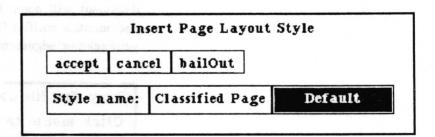


Concept

Allows the insertion of a page layout style into the text at the selection point. This change of page layout style will cause a page break to occur.

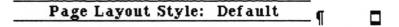
Procedure

Position the caret at the point in your document where you want to insert the page layout style, select insert from the page layout> branch of the looks/styles> choice on the middle button menu. Specify the name of the page layout style to apply in the Insert Page Layout Style QBox that appears. Select accept and the page layout style marker will be inserted into your text before the paragraph that contains the caret or current selection.



Effect

A page layout style marker and a page break marker will be inserted into your document.

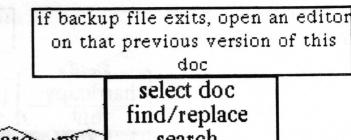


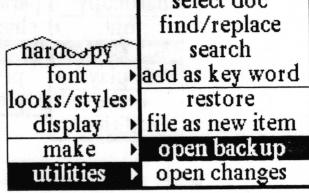
The page layout style will apply to all text after the insertion point until another page layout style is encountered in the text, or, if the page layout style has a different next style, until the start of the next page.

Related topic

Styles and Style Sheets, Page Layout Styles

open backup





Concept

Opens a new, temporary document from the *previous* version of the source document. Especially useful if your system crashes and the document did not survive. During an editing session, it can also be used if you require some text from the previous version, since **restore** will remove all changes since the last **save** and does not open a separate document. The previous version is one version older than that provided by **restore**.

Procedure

Select open backup from the utilities > branch of the middle button menu and an editor on that previous version of this document will open. If the backup file does not exist for this document, a notifier (illustrated below) will appear and require your acknowledgement.

Sorry, that file does not exist Click mouse to continue.

Effect

The previous version of this document will be opened for you as a new document. The date and time of the file creation will appear in the title tab.

backup for AUG DocSys Part 6 (20 September 1988 3:25:12 pm)

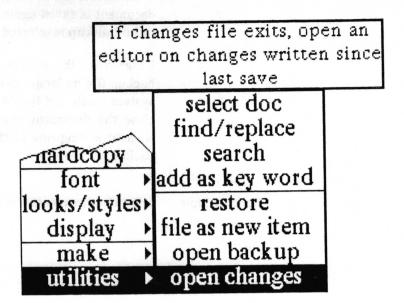
Copyright (c) 1988 Xerox Corporation. All rights reserved. Analyst User Guide 28 September 1988¶ Document System - #¶ When a save is performed on the source file, the previous version of the source file becomes a backup file, and only exists until the document is saved again. It is this file which is displayed when open backup is selected.

Note: When the window on the current document is closed, the backup file no longer exists. Therefore, when recovering from a system crash and the document appears badly damaged, do not close the document window or the backup document window without saving one of them, unless you really don't want the backup.

Related topic

open changes, restore, save

open changes



Concept

Allows access to the changes file of the document. A changes file contains editing changes made for this document since it was last saved. Most useful if the system crashed while you were editing your document. After restarting the Analyst and opening the document, you may be able to recover some or all of your unsaved changes by using this option.

Procedure

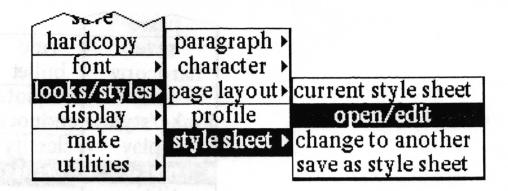
Select open changes from the utilities> branch of the middle button menu and an editor on the accumulated changes made for this document will open. The current date and time will appear as part of the label for the editor. If the changes file does not exist (either no changes have been made or they have not been written to the file yet) for this document, a notifier (illustrated below) will appear and require your acknowledgement.

Sorry, that file does not exist Click mouse to continue.

Effect A copy of the changes file of the document will be opened for you.

Related topic open backup

open/edit



Concept

Allows access to the style sheet that is currently attached to this document.

Procedure

Select open/edit from the style sheet> branch of the looks/styles> choice on the middle button menu and if you are sure you want to open this style sheet select yes on the Confirmer that will appear.

Open Style Xe	roxDocStandard
yes	™ no

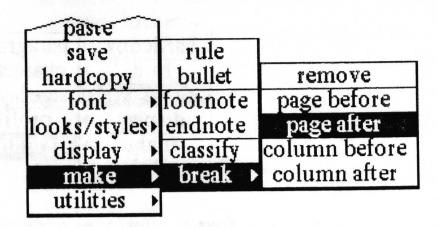
If this document has no style sheet attached, you will need to acknowledge a notifier which will appear.

There is no style sheet currently assigned Click mouse to continue.

Effect The style sheet document will be opened for you.

Related topic Styles and Style Sheets

page after



Concept Forces text to appear on a new page, after the selected paragraph.

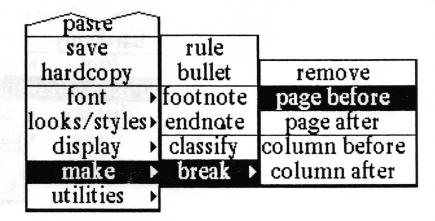
Procedure Select the paragraph after which you want the new page to begin and select make > break > page after.

When the break is set after the paragraph, the following paragraph will be forced to the next page. The galley view of the document is updated to display the page/column mark. In the wysiwyg view and in hardcopy, text is forced into the next page in the flow order, and into the next page layout body box.

Related topic Paragraph Looks menu, button pane

Effect

page before



Concept Forces current text selection to appear in a new page.

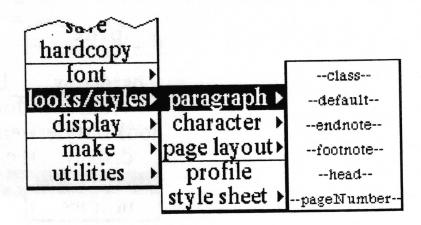
Procedure Select the paragraph which is to receive the page break and select page before from the make > break > branch of the middle button menu

When the break is set before the paragraph, a page break will occur immediately preceding the selected paragraph. The galley view of the document is updated to display the page/column mark. In the wysiwyg view and in hardcopy, text is forced into the next page in the flow order and into the next page layout body box.

Related topic Paragraph Looks menu, button pane

Effect

paragraph>



Concept

Opens the Paragraph Looks menu to display the looks of the selected text and to allow the user to view and/or alter the paragraph properties of a selection of text.

Selecting a paragraph style from the paragraph tree applies that predefined look to the selected text without opening the Paragraph Looks menu.

Procedure

Select the paragraphs whose looks are to be viewed or altered and select paragraph> from the looks/styles> branch of the middle button menu.

To apply a predefined style such as class (classification), default, endnote, footnote, head, (running header or footer) or page number, or any style defined by the user, make the selection from the scrollable menu to the right of paragraph>.

Effect

If no selection was made from the list of paragraph styles, the Paragraph Looks menu will be opened just above the text pane. If the button pane and/or Character Looks menu are displayed, the Paragraph Looks menu will be displayed above them. When no selections are made from the menu tree attached to paragraph >, nothing is applied to the document until the Apply button in the Paragraph Looks menu is selected.

Before the menu is attached to the window, this selection will reshape the window to simulate the paper width and a default height (the text window will vary in size, depending on how many menus are already displayed). This reframing may require you to reposition the document window Origin so that the whole document window will be visible on the screen. You should not have to intervene if the whole document window will be on the screen after reshaping.

The paragraph properties of the selected text will be displayed in the menu (as if its **Get** button were selected). If the Paragraph Looks menu is already displayed, it will be updated with the paragraph properties of the selected text.

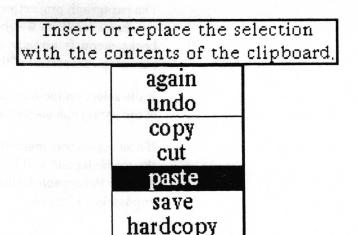
If the selection includes paragraphs with more than one look, all of the paragraph properties in the menu will be deactivated.

If a selection was made from the list of defined paragraph styles, the text selection will be redisplayed using those character looks and the Paragraph Looks menu will *not* be opened, nor will the window be reshaped.

Related topic

Button Pane Menu, para looks; Paragraph Looks Menu, Get, Apply, Name:; Styles and Style Sheets, Paragraph Styles

paste



ton

Concept

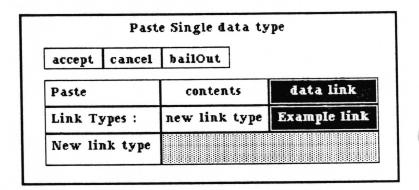
The current contents of the clipboard is inserted either at the caret or in place of the selected text.

Procedure

Position the caret at the desired point in your document, or select the text that is to be replaced. Then select **paste** from the middle button menu. If the contents of the clipboard is text or a picture, it will be inserted into the document. If the contents of the clipboard is an item from an Information Center, you must make a choice as to how it is to be inserted into the document in the **Paste** QBox.

You can have the *contents* of an Information Center item pasted into the document. For best results in pasting the contents of a picture, form, and other Information Center items which will probably require different paragraph formatting than the selected paragraph, set up an empty paragraph to receive the contents of the item and give it a floating line height.

If data link is chosen the Link Types: and New link type fields will become active (not shaded in grey) and you can select or create the a new link type for this connection. A data link item will provide direct access back to that item in the Information Center. By making such links to the sources for the document you are writing, they will be readily available to you.



After accepting the QBox for a data link type of paste, an icon like this Single data type will appear in the document.

If the contents of the clipboard is another Document, another paste option (as style sheet) will be available in the Paste QBox.

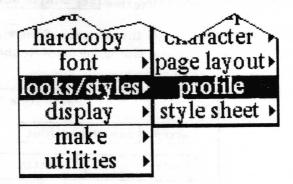
accept cancel	hailOut		
Paste	contents	data link	as style sheet
Link Types :	asers tille steps	irst	fratu Dan

When as style sheet is selected, it will cause the pasted document to be used as the style sheet for the document and will become the current style sheet for the document.

Effect The contents of the clipboard will be inserted into the document in the indicated manner at the selection point.

Related topic copy, cut, change to another

profile



Concept

This allows the user to view and/or alter the document properties paper size, starting page number, first footnote number and first endnote number.

Procedure

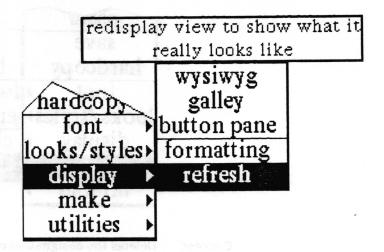
Select profile from the looks/styles > branch of the middle button menu. A Document Profile QBox will appear showing the current paper size, the starting page number, the first footnote reference number and the first endnote marker number. You can select a different paper size, specify a different starting number for the first page, the first footnote and/or the first endnote, and then select accept. Or you can bailOut if the current setting is satisfactory.

Do	cument Profi	le	
accept cancel bailOut	t		
Paper size:	U.S. Letter	U.S. Legal	A2
	A3	A4	
Starting page number:	1		
First footnote number:	1		
First endnote number:	1		

Effect

If you have changed any of the document properties, the window will be redisplayed using the new properties defined by the document profile. If you changed the first footnote or endnote number, all the footnotes or endnotes in the document will be renumbered accordingly. The document must be saved in the usual way for the changes to be written to the file on disk.

refresh



Concept

Refreshes the display of the window so the user can be certain of what is really there. This is useful because occasionally the display of the document will become confused and incorrect.

Procedure

Select refresh from the display> branch of the middle button

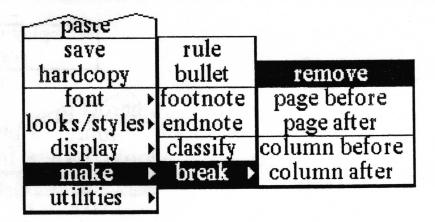
Effect

The display of the window will be reconstructed from its internal knowledge.

Related topic

Button Pane Menu, refresh

remove



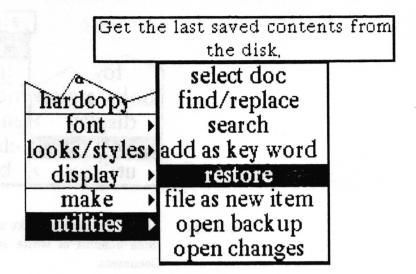
Concept Deletes the designation of a forced column or page break from a paragraph.

Procedure Select the paragraph(s) which contain the unwanted break and select remove from the make > break > branch of the middle button menu.

Effect Any existing forced page or column break will be deleted from the selected paragraph(s). A natural page break or column break may still occur immediately preceding or following the paragraph(s), however.

Related topic Paragraph Looks menu, button pane

restore



Concept

Reset the document to its last saved state. This is useful when you have second thoughts about the value of your recent editing session.

Procedure

Select **restore** from the **utilities**> branch of the middle button menu. The system will ask for confirmation before it will restore this document from disk since this is an irreversible step. If you are sure this is what you want to do select *yes*, if not select *no*.

I	Restore to	last	saved state?
	yes		no

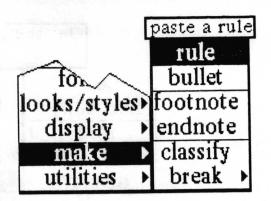
Effect

The document will be restored to its last saved state and all of the editing done since then will be lost.

Related topic

save

rule



Concept

Allows the user to make a horizontal or vertical black line with some amount of white space around it and paste it into the Document.

Procedure

Position the caret or make a selection at the point in your document where you want to insert a rule. Select make > rule. An Edit Rule QBox will appear. Select from horizontal or vertical the desired orientation for the rule. Specify the rule length in points. space/width pairs determines the number, width, and spacing of the line(s) in the rule. You can think of space as the width of a white rule and width the width of a black rule adjacent to the white rule. When entering the values, use slash, dash or any non-numeric character as the delimiter for the space/width pairs. Select accept and a rule will be made and inserted at the selection point replacing the current selection.

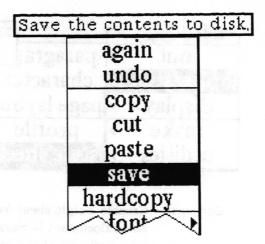
	Edit Rule	
accept cancel ba	ilOut	
orientation	horizontal	vertical
length (in points)	100	
space/width pairs	5/2 1/1 1/2	

Effect

A rule like this example will be inserted into your document at the selection point. This rule is horizontal and 100 points long. It is made of three black rules (of width 2, 1 and 2 points from top to bottom) spaced out by 3 white rules (of widths 5, 1 and 1 points respectively).

Note that if you wish to define a single black rule, you may omit the first space and specify only the width.

save



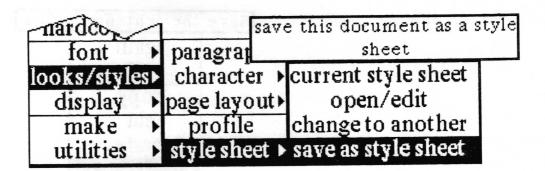
Concept Stores the document onto the disk.

Procedure Select save from the middle button menu.

Effect The document will be stored on the disk. The previously stored version is kept as a backup until the next save or until the window is closed.

Related topic open backup, restore, Button Pane Menu, save

save as style sheet

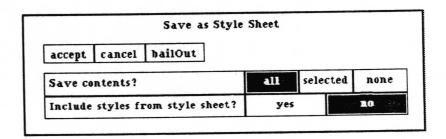


Concept

Creates a style sheet from any existing document. When a style sheet Document is made with save as style sheet, it will have minimally all of the local styles, and no attached style sheet. Options are provided for including all, some, or none of the contents of the originating document. An option is also provided to allow inclusion of the styles in the originating document's style sheet — thus providing one easy means of combining the styles of an existing style sheet and a set of new ones.

Procedure

If you are going to copy some of the contents of the current document and save it in the new style sheet document, select that text first. Then, select style sheet > save as style sheet. In the Save as Style Sheet QBox that appears, select how much of the document's contents you want copied into the new style sheet document - all, selected or none - in the Save contents? field. Select yes in the Include styles from style sheet? field if you want to include the styles that are in the current document's style sheet in the new style sheet document that you are creating. When your selections are correct, select accept. Select no if you want only the local styles to be applied to the new style sheet document.



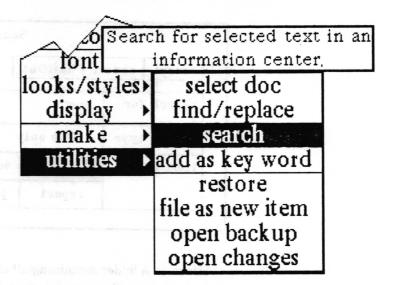
Effect

A new document suitable for use as a style sheet is created from this document with whatever contents you have specified.

Related topic

paste (as style sheet), Styles and Style sheets

search

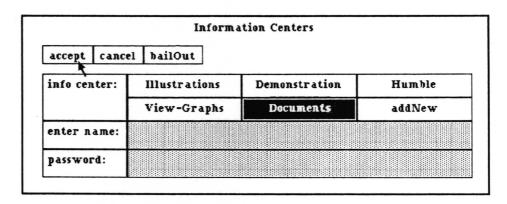


Concept

This menu item provides a way to search Information Centers for additional data items pertaining to the contents of the current selection.

Procedure

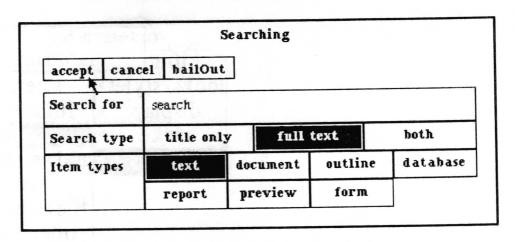
Make a text selection and then select search from the utilities > branch of the middle mouse button menu. If there is no text currently selected, a Notifier saying, "There has to be a selection. Click mouse to continue." will appear and the search request is aborted. If there is a selection, the Information Centers QBox will appear.



Select the center you want to search. If the Center is password protected, the enter name: and password: fields will be available for type—in. When your selection is correct, select accept.

The Searching QBox will then open, where you can select the manner of search for the Information Center items. The text selectlion will appear in the Search for field. If full text or both

are chosen as the **Search type** you can then multiple select which **Item types** you want to search.



Effect A folder containing all of the data items that were found with the specified search is opened.

select doc



Concept

Allows the user to make the entire Document the current selection. This will let the user apply an editing change to the whole document at once.

Procedure

Select select doc from the utilities > branch of the middle button menu.

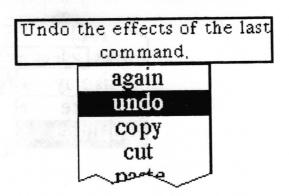
Effect

The entire document will be selected and displayed in reverse video

Related topic

Button pane menu, select doc

undo



Concept

Allows you to cancel the last text action performed. Especially useful to get back text that has been mistakenly replaced or deleted.

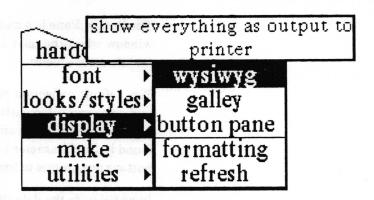
Procedure

With the caret at the position for the mistakenly deleted text to be reinserted, or with the text mistakenly entered selected, select undo.

Effect

Undo replaces the current selection with whatever was the last text to be replaced, copied or cut. It will not undo every location in a repeated replace; it will only undo the last occurrence of the replacement.

wysiwyg



Concept Causes the document to be displayed in wysiwyg mode.

wysiwyg means What You See Is What You Get. This display mode simulates on the display screen how your document will appear when it is printed. To do this, the text must be displayed in a smaller font to properly show the position of line breaks and tabbed text. Headers, footers, page numbers and footnotes are displayed in their proper places in this mode. The tab positions are exact and the indents are shown as you have specified. It is recommended that this mode be used as a last review of your document before printing. It is also useful to review tables in wysiwyg to insure that you properly spaced all columns.

Procedure

Select wysiwyg from the display > branch of the middle button menu.

Effect

The document will be redisplayed in wysiwyg mode (if it wasn't already) without moving your location in the document. If the left shift key is held down when you release the mouse button, the document will be displayed from its start instead of from your current location. If the document window has been framed arbitrarily, wysiwyg displaying will require the window to be resized to simulate the paper width and a certain height. By doing so, it may require you to reposition the document window origin so that the whole document window will be visible on the screen. You should not have to intervene if the whole document window will be on screen after resizing.

Related topic galley, Button Pane Menu, wysiwyg

Button Pane Menu

The Button Pane is a menu will appear at the top of the document window when the user selects display button pane from the middle mouse menu.

The default collection of buttons is a combination of character and paragraph formatting selections and other utilities. Most items will behave in a similar or identical way to menu selections found in the Character Looks and Paragraph Looks menus. Some buttons are unique to the Button Pane.

In addition to the default collection of buttons, you can configure the button pane to contain optional buttons along with any or all of the default buttons. These can be added by using the system menu item User Profile> doc buttons> edit. Refer to the System Interface chapter of this User Guide for complete information on setting up the optional buttons.

Pictured here is the default configuration of buttons displayed in the Button Pane.

Г	Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
	refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Below is a Button Pane illustrating all of the buttons.

Close	bigger	bold	bullet	char looks	clear tabs	find/replace
formatting	gailey	hardcopy	italic	lowercase	para lead	para looks
plain	refresh	rule	run around	save	select doc	smaller
time stamp	uppercase	wysiwyg	[align]	[break]	[line spacing]	

The Button Pane menu functions are listed below in alphabetical order and explained in detail. This section is intended to be reference material on how each menu choice works.

[align]

				left right		ritalgoristi.)	nakla Nativ
Close	find/replace	select doc	[align]	center [run around	para lead	para looks
refresh	bold	italic	plain	justify	bigger	smaller	char looks

Concept

The [align] button is used to set the display of text with regard to the indents or margins. There are four possible choices.

Left aligned text is left flush and ragged right. In each line of a paragraph aligned on the left, the character beginning the line starts immediately at the left indent while the last character does not necessarily touch the right indent. This paragraph is left aligned.

Right aligned text is right flush and ragged left. In each line of a paragraph aligned on the right, the character ending the line touches the right indent while the first character does not necessarily touch the left indent. This paragraph is right aligned.

Center aligned text is centered horizontally around an imaginary vertical line halfway between the left and right indents. This paragraph is center aligned.

Justified text fits exactly between the left and right indents, with no empty space along either edge except at the end of the paragraph. This is a justified paragraph.

Procedure

When [align] is selected by holding down the left mouse button while the cursor is over it, the popup menu shown above with the four alignment choices will appear. When [align] is selected by pressing the middle mouse button, the popup menu remains on the screen waiting for a selection, or for you to click outside of it if no selection is to be made.

Effect The paragraph will be redisplayed with the chosen alignment.

Related topic Paragraph Looks Menu, Align:

bigger

	Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks		
	refresh	bold	italic	plain	lowercase	bigger	smaller	char looks		

Concept

Allows you to change characters to a larger font without having to know the face name, size and type of the currently selected text's font.

Procedure

Select the characters to be enlarged and select the button.

Effect

The Analyst system's fonts are searched and the next larger font size in the same font face and type (bold, italic, underline and strikethru) is substituted for the size of the currently selected characters. If no larger font is found, nothing happens.

bold

Γ	Close	find/replace	select doc [align]		[break]	run around	para lead	para looks	
	refresh	bold	italic	plain	lowercase	bigger	smaller	char looks	

Concept

The bold button allows the user to change the selected text's characters to a thicker, or bold, font type.

Procedure

Select the characters to be modified and press the button.

Effect

The bold font type (like this) is applied to the characters, retaining the original face and size.

Related topic

Character Looks Menu bold; Middle mouse button menu, Font>

[break]

				brod outhers	remove page before page after		
Close	find/replace	select doc	[align]	[break]	column before		para looks
refresh	bold	italic	plain	lowercase	column after	aller	char looks

Concept

A new page or column can be forced to occur before or after a paragraph by specifying this as part of the paragraph's looks.

Procedure

Select the paragraph(s) to be changed. Press and hold the left button or click the middle button and select the type of break from the popup menu from among: remove, page before, page after, column before or column after.

Effect

The chosen break type will be specified as part of the paragraph looks. Note that a column break is the equivalent of a page break when there is only one column of text.

Selecting remove will delete any type of break for the selected paragraph(s). A value of page before will cause a page break to occur immediately preceding each selected paragraph and page after will cause a page break to occur at the end of each selected paragraph. Likewise a value of column before will cause a column break to occur immediately preceding each selected paragraph and a value of column after will cause a column break to occur at the end of each selected paragraph.

Related topic

Middle mouse button menu, make > break >, Paragraph Looks Menu, Break:

bullet

bold	bullet	char looks
hardcopy	italic	lowercase (
rule	run around	save
wysiwyg	[align]	[break]

Concept Inserts a bullet (•) followed by a tab in the document.

Procedure This is one of the optional buttons which may be available in your Button Pane. Select in the document where you want a bullet to appear and select bullet.

Effect A bullet and a tab are inserted at the position of the caret. If formatting is turned on, these marks will appear in the text of the document at the location of the selected text • †. The tab can then be set to what the user desires with the Paragraph Looks menu.

Related topic Middle mouse button menu, make > bullet; Paragraph Looks menu

char looks

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks	
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks	

Concept Opens the Character Looks Menu.

Procedure Select char looks.

Effect The Character Looks Menu shown below will be attached to the Document Window, above the Button Pane.

Character Lo	oks	Style mainte	nance!	Deactivate all!		Close	Apply		Get
Name: [def	ault font]		Face: [serif]	Size	:: [10]	Offset:	0	
Type: Bold	Italic	Underline	Strikethru	Case: [Norm	nal]				

Related topic Basic Character formatting, Character Looks Menu

clear tabs

char looks	clear tabs	find/replace
lowercase	para lead	para looks
save	select doc	smaller
[break]	[line spacing]	

Concept

Removes all of the tab stop settings which had been set from the carriage bar in the Paragraph Looks menu.

Procedure

This is one of the optional buttons you may select if it is available in your Button Pane. To clear all tab stops click the left mouse button over clear tabs. (To clear any one tab stop, or to set new tab stops, it is necessary to use th Paragraph Looks menu.)

Effect

All of the tab stops in the paragraph looks will be removed. Interval tab stops will be in effect for any tab characters in the selected text.

Related topic

Button Pane Menu, clear tabs; Paragraph Looks Menu, Interval:, Tab Stops

close

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks	
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks	

Concept

Removes the Button Pane from the screen allowing more window space for text display. This menu can be generated again by selecting display > Button Pane from the middle button menu whenever the user needs it.

Procedure

With the left mouse button click over the Close button.

Effect

The Button Pane will be removed from the screen and text will be redisplayed to fill the now larger text area of the document window.

find/replace

Close	find/replace	select doc [align		[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept

Allows the user to locate a piece of text, to locate and change a piece of text to another piece of text, or to repeatedly locate and change text.

Procedure

In some cases, it works best to first select the text which you want to find elsewhere in the Document and then select find/replace. However, since the system starts searching from the first character of the current text selection for the text to be replaced, and from the character after the beginning of the selection on a find, there are cases when you may want to start the search in a different place, select there, and enter the search text by hand.

After selecting the button, the Find/Replace QBox will appear.

	Find/Re	place				
accept can	cel bailOut					
Find:	the text to	find				
Action:	find	replace	replace all			
Replace Wit	h: the text to r	the text to replace it with				

To just look for a piece of text, enter the text to be found and select the action find. To replace text, enter both the text to be found and the text to replace it with, and select the action replace to replace just the next occurrence or replace all to replace all the occurrences from the current text selection to the end of the document.

You can enter font information for the text into the QBox through the fonts > popup menu item located in the Find: and Replace With: fields. Paragraph breaks can be entered as two carriage returns in a row, line breaks as one carriage return. Other paragraph and special character formatting is not accommodated.

Effect

After accepting the QBox it will begin searching for the text to be found. If it is found, it will be selected and the document window scrolled if necessary so it will be visible. If the designated action

was replace or replace all the replacement will be made. If the action was replace all it will then repeat the process, highlighting each replacement as it moves through the Document. If the text to be found is not found, the document window will flash once.

Note that if you want to stop the process during replace all, you can invoke abort from a middle mouse button popup menu.

Related topic Middle mouse button menu, find/replace

formatting

Close	bigger	bold
formatting	gailey	hardcopy (
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

This causes the formatting marks in your document to be toggled on and off. Turning on the display of these symbols can help you to rapidly correct the formatting of your document.

Procedure

This is one of the optional buttons of the Button Pane. Select the formatting button if it is available in your menu.

Effect

There are five formatting indicators used by the Document System. The formatting marker for a body paragraph (carriage return from the keyboard) is the symbol \P . The marker for a header paragraph (carriage return from the keyboard) is the symbol \P . The marker for a tab (TAB from the keyboard) is the symbol \P . The marker for a forced line break (control and carriage return from the keyboard) is the symbol Q. And the marker for column or page break is the symbol Q. If they were not already displayed, the document formatting marks will be shown in the Document. If they were visible, they will be removed from the display.

Related topic display > formatting

galley

Close	bigger	bold
formatting	galley	hardcopy (
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

Causes the document to be displayed in galley mode.

In the galley display mode characters displayed on the screen are spaced for the most comfortable viewing and editing of a document. However the appearance of the document in this mode does not correspond to the way it will look when printed. The text line breaks (places where the lines of text end at the edge of the page) in the hardcopy of a document will not fall in the same places as they are displayed on the screen in galley mode. Data in tabular format may also look considerably different. The characters used for display in galley mode are generally larger than the corresponding characters used on the printer.

Galley mode allows access to and editing of header, footer, and page number text, and of page layout style specifiers. These are special paragraphs which are linked to specific page locations by style name. This mode also has higher performance because less formatting is done. This mode is recommended for most document generation.

Procedure

This is one of the optional buttons of the Button Pane. Select galley if it is available in your Button Pane.

Effect

The document will be redisplayed in galley mode (if it wasn't already) without moving from your current your location in the document.

Related topic

wysiwyg, display > wysiwyg

hardcopy

Close	bigger	bold
formatting	gailey	hardcopy
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

Makes a file from the document in a format the printer will understand, and sends it to the printer and/or files it in an Information Center for later use.

Procedure

This is one of the optional buttons. If it is available in your Button Pane, selecting it will open the **Hardcopy** QBox.

ns pair coasic H	ardcopy		
accept cancel bailO	ut		
Send to Printer	now	later	
File in an info center	yes	no	
Number Copies	1		
Starting Page No.	1		
Printer Name	Your Printer Na	me	
Print Pages	All	Some	
from:	3		
to:	3		
Resolution:	high	low	
With Endnotes	yes	no	

Send to Printer later will make a printer formatted file for you to print later. Choosing yes to File in an info center will save the printer file into an Information Center; a File request QBox will appear for you to fill it in and accept. The Number Copies field accepts type—in. Starting Page No. will accept type—in, or use the number provided by the Document profile. If you select Some for Print Pages, the from: and to: fields will become active (not shaded in grey) and you can enter the range of pages you want to print. Leave Resolution: set to low unless you have a high resolution graphic in your document and want to take the additional time to print the graphic at its highest resolution. If you select yes for With Endnotes any endnote reference markers

will be printed as they occur in the document text and the corresponding endnotess will be printed in an appendix at the end of the document. If you select no for With Endnotes, any endnotes will be ignored and not printed. After filling in the QBox, select accept.

Effect

The document will be printed on the printer, and/or the printer formatted file will be filed in the specified Information Center(s).

italic

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refres	h bold	italic	plain	lowercase	bigger	smaller	char looks

Concept Allows the user to to change the selected text's characters to a

thinner, slanted, or italic, font type.

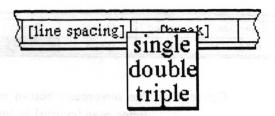
Procedure Select the characters to be modified and press the button.

Effect The italic font type (like this) is applied to the characters,

retaining the original face and size.

Related topic Character Looks Menu bold; Middle mouse button menu, Font>

[line spacing]



Concept

Allows the user to automatically change all of the Body type paragraphs in the document, regardless of which paragraph is currently selected, to one of three choices for the spacing between lines within a paragraph. Each of the choices retains the fixed or floating height and minimum size for the line. The single, double or triple spacing is achieved by adding extra line lead.

Procedure

This button is one of the optional buttons. Select the paragraph(s) to be modified and select from among single (0), double (15) or triple (30) points of extra lead or space between each line.

Effect

Below are examples of the effect of line spacing.

(single) This functionality is unique to the button pane. This item changes all of the Body type paragraphs in the document,

(double) The popup menu offers three choices for the spacing between lines within a paragraph. Each of the choices retains the

(triple) The single, double or triple spacing is achieved by adding

extra line lead. Select the paragraph(s) to be modified and select

from among single (0), double (15) or triple (30) points of extra

Related topic

Basic paragraph formatting; Paragraph Looks Menu, extra lead:, Height:

lowercase

ſ	Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
	refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept The lowercase button will change all selected characters from

upper case (capital letters) to lower case. Lowercase can be used

in combination with the bold, italic, plain, bigger and smaller.

Procedure Select the text to be changed and select lowercase.

Effect The characters will be modified to lower case without affecting

their font, size, or type (AS IN THIS EXAMPLE, the characters

would be changed to as in this example).

Related topic Button Pane Menu, uppercase

para lead

Γ	Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
	refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept Allows the user to change the amount of white space, or leading,

between paragraphs by setting a value in the paragraph's looks.

Procedure Select the paragraph(s) to be changed and select para lead. A Prompter will open with the current value of the paragraph leading highlighted. Enter a new value and press < return >.

Enter paragraph leading in points

Effect The paragraph leading will be changed and the document will be redisplayed.

Related topic Paragraph Looks Menu, Lead before:

para looks

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept Opens the Paragraph Looks Menu.

Procedure Select para looks.

Effect The Paragraph Looks Menu will attach to the top of the Document window, above the Button Pane, and above the Character Looks Menu, if that is open as well.

Paragraph Looks	Style maintenance!	Deactivate all! CI	ose Apply Get		
Style (body) Name	e: [Normal Body (n)]	Type-in: [default font]			
<u>Line</u> Height: [fixed]	min: 14 extra lead:	0 Following para: [* self	*]		
Para Align: [justify]	Lead before: 11	Keep Lines: 2	Break: [none]		
<u>Tabs</u> Clear! Type:	[left] Interval: 17	Units: [points]	Run-around		
	203 203		504 0		
0 50 100		300 350 400 45 	0 500 550 600 		
	↑ 240	1 1 375 440			

plain

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept The plain button will change all selected characters to the normal case, removing bold, italic, underline and strikethru.

 $\label{eq:procedure} \textbf{Procedure} \qquad \textbf{Select the character}(s) \ to \ be \ modified \ and \ select \ plain.$

Effect The characters will be replaced with the same font face and size, with the bold, italic, underline and/or strikethru removed.

Related topic Basic character formatting; Character Looks Menu, Case:

refresh

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept

Refreshes the display of the window so the user can be certain of what is really there. This is useful because occasionally the screen display of the document will become confused and incorrect.

Procedure

Select refresh from the default Button Pane.

Effect

The display of the window will be reconstructed from its internal knowledge.

rule

Close	bigger	bold
formatting	gailey	hardcopy
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

Allows the user to make a horizontal or vertical black line with some amount of white space around it and paste it into the Document.

Procedure

Position the caret or make a selection at the point in your document where you want to insert a rule. Select rule from the Button Pane if it is available. An Edit Rule QBox will appear. Select from horizontal or vertical the desired orientation for the rule. Specify the rule length in points. space/width pairs determines the number, width, and spacing of the line(s) in the rule. You can think of space as the width of a white rule and width the width of a black rule adjacent to the white rule. When entering the values, use slash, dash or any non-numeric character as the delimiter for the space/width pairs. Select accept and a rule will be made and inserted at the selection point replacing the current selection.

	Edit Rule	
accept cancel ba	ilOut	
rientation	horizontal	vertical
length (in points)	100	
space/width pairs	5/2 1/1 1/2	

Effect

A rule like this example will be inserted into your document at the selection point. This rule is horizontal and 100 points long. It is made of three black rules (of width 2, 1 and 2 points from top to bottom) spaced out by 3 white rules (of widths 5, 1 and 1 points respectively).

Note that if you wish to define a single black rule, you may omit the first space and specify only the width.

Related topic make > rule

run around

bold	bullet	char looks
hardcopy	italic lowerca	
rule	run around	save
wysiwyg	[align]	[break]

Concept

The run around button allows the user to set up a paragraph which text will flow or "run around".

Procedure

The run around button toggles on and off. Select the paragraph(s) to be changed, toggle the run around switch.

Effect

The effect cannot be seen in galley display mode, but only in wysiwyg display mode or in hardcopy. When toggled on, all of the paragraphs in the current selection can have text flow around them, provided that each paragraph selected as a run around paragraph contains only a single character. That single character may be a picture, however. When toggled off, none the paragraphs in the current selection cannot have text run around them.

ote: the run around property allows the text to flow around pictures and create paragraphs with sunken initials as demonstrated here. Left indents on paragraphs flowing around a picture measure from the right edge of the picture, and the right indent on paragraphs flowing around a picture measure from the left edge of the picture.

In the paragraph above, there are actually 3 paragraphs. The large letter 'N' is a separate paragraph with run around toggled to active. The second paragraph begins with 'ote:' and it's looks have run around toggled to inactive. Although the paragraph you are reading now is indented 203 points from the left—hand margin, we set the looks of the paragraph beginning with 'ote:' to 0 points from the left margin, or 0 points indented from the right—hand side of the letter 'N'. The line beginning with the word 'flowing' begins a third paragraph, where we re—established the 203 point indentation from the margin, since the text did not have to continue flowing around the 'N'.

Related topic Paragraph Looks Menu, Run around

save

bold	bullet	char looks	
hardcopy	italic	lowercase	
rule	run around	save	
wysiwyg	[align]	[break]	

Concept Stores the document onto the disk.

Procedure Select save from the Button Pane if available.

Effect The document will be stored on the disk. The previously stored version is kept as a backup until the next save or until the window is closed.

Related topic Middle mouse button menu, open backup, restore, save

select doc

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept Allows you to make the entire contents of the Document the current selection.

Procedure Press select doc.

Effect The document will be displayed in reverse video, indicating that it is the current selection. Any formatting changes or copy/cut/paste operation chosen next will be applied to the entire document.

Related topic Middle mouse button menu, utilities > select doc

smaller

Close	find/replace	select doc	[align]	[break]	run around	para lead	para looks
refresh	bold	italic	plain	lowercase	bigger	smaller	char looks

Concept

Selecting the smaller button will search the system fonts for the next smaller size of the selected text's font family and apply it to the selected text.

Procedure

Select the characters to be changed and select smaller.

Effect

If there is a smaller system font available with the same size and type face, it will be used to replace the selected characters. If there is no smaller font available with the same size and type face, nothing will happen.

time stamp

Close	bigger	bold
formatting	gailey	hardcopy
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

Allows you to insert the date and time into the text.

Procedure

In the Document Window, position the caret, or select text to be written over, and select time stamp.

Effect

Inserts the current date and time in parentheses, in the form Date Month Year Hours:Minutes:Seconds am/pm. For example: (5 October 1988 4:45:04 pm).

uppercase

Close	bigger	bold
formatting	galley	hardcopy
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

The uppercase button will change all selected characters from lower case to upper case (capital letters). The uppercase button is not one of the defaults in the button pane. Uppercase can be used in combination with the bold, italic, plain, bigger and smaller.

Procedure

Select the characters to be changed to capital letters and select uppercase.

Effect

The characters will be modified to uppercase without affecting their font, size, or type (AS IN THIS EXAMPLE).

Related topic

Button Pane Menu, lowercase

wysiwyg

Close	bigger	bold
formatting	gailey	hardcopy
plain	refresh	rule
time stamp	uppercase	wysiwyg

Concept

Causes the document to be displayed in wysiwyg mode.

wysiwyg means What You See Is What You Get. This display mode simulates on the display screen how your document will appear when it is printed. To do this, the text must be displayed in a smaller font to properly show the position of line breaks and tabbed text. Headers, footers, page numbers and footnotes are displayed in their proper places in this mode. The tab positions are exact and the indents are shown as you have specified. It is recommended that this mode be used as a last review of your document before printing. It is also useful to review tables in wysiwyg to insure that you properly spaced all columns.

Procedure

Select wysiwyg if it is available in your Button Pane.

Effect

The document will be redisplayed in wysiwyg mode (if it wasn't already) without moving your location in the document. (If the left shift key is held down when you release the mouse button, the document will be displayed from its start instead of from your current location). If the document window has been framed arbitrarily, wysiwyg displaying will require the window to be resized to simulate the paper width and a certain height. By doing so, it may require you to reposition the document window origin so that the whole document window will be visible on the screen. You should not have to intervene if the whole document window will be on screen after resizing.

Related topic

galley, display> wysiwyg

Paragraph Looks Menu

Paragraph Looks	Style mainter	nance!	Deactivate a	II! C	lose Ap	ply Get
Style (body) Nam	e: [Normal Bod;	y (n)]	T	ype-in: [defa	ult font]	
Line Height: [fixed]	min: 14	extra lead:	Followin	g para: [* self	*]	
Para Align: [justify]	Lead before:	11	Keep	Lines: 2	Break: [none]
Tabs Clear! Type:	[left] Inte	rval: 17	Units: [points]			Run-around
	20 20		rafa ad saig la	***************************************	503 -1	
50 100	150 200	250	300 350	400 45	0 500	550 60

This menu will appear at the top of the document window whenever the user selects looks/styles> paragraph on the middle button menu. It will remain at the top of the document window until the user tells it to close by clicking the left mouse button over the Close button at the top right corner of the menu. This menu allows the user access to all of the paragraph formatting parameters so that they can be applied to some or all of the document.

This menu is organized in such a manner that the user can quickly identify the nature of each button and act accordingly. Displayed in **bold** font are *field labels*. If a label ends with a colon, its value is displayed to the right of the label. Some fields can be toggled on and off like a switch (Run-around, Deactivate all!/Activate all!) and others are commands (Style maintenance!, Close, Apply, Get) which cause some action to happen when selected. Underlined labels are informational labels pertaining to a group of fields on the same line and to the right. Labels enclosed in parenthesis are also informational only. Most fields can be toggled between active and inactive states by clicking the left mouse button while the cursor is over its field label. The only exceptions are commands and informational fields.

Two types of *field values* are used in the Document System: fill—in and pick—one. The pick—one fields are identified by brackets which enclose the values. Holding the left or middle button will bring up a menu of possible values for the field. The fill—in field values are selectable and accept type—in from the user.

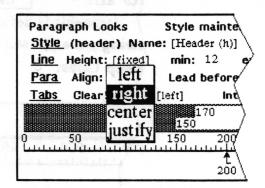
Located below the field labels and values are the margin bar and the carriage scale. These fields can also be set to active or inactive states. The margin bar is used to set the left indentations from the margin for the first line of a paragraph, the remaining lines of a paragraph, and the right indentation from the margin for the paragraph. Use of the margin bar is documented under Indent - First Line, Indent - Rest, and Indent - Right in this section.

At the bottom of the Paragraph Looks menu is the carriage scale, which looks like the carriage scale of a typewriter. It is used to display and set the tab stops with the mouse, and according to the values set in the Type: and Units: fields documented in this section. Refer to Tab Stop for information on setting individual tabs in the carriage scale.

The Paragraph Looks menu functions are listed below in alphabetical order and explained in detail. This section is intended to be reference material on how each menu choice works.

Activate all! (see Deactivate all!)

Align:



Concept

The Align: field is used to set the display of text with regard to the indents or margins. There are four possible choices.

Left aligned text is left flush and ragged right. In each line of a paragraph aligned on the left, the character beginning the line starts immediately at the left indent while the last character does not necessarily touch the right indent. This paragraph is left aligned.

Right aligned text is right flush and ragged left. In each line of a paragraph aligned on the right, the character ending the line touches the right indent while the first character does not necessarily touch the left indent. This paragraph is right aligned.

Center aligned text is centered horizontally around an imaginary vertical line halfway between the left and right indents. This paragraph is center aligned.

Justified text fits exactly between the left and right indents, with no empty space along either edge except at the end of the paragraph. This is a justified paragraph.

Procedure

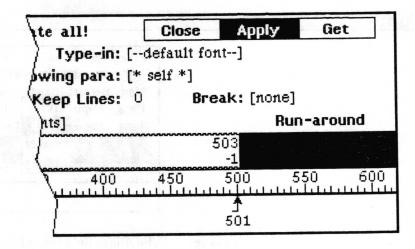
Align: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Align:. When this field is inactive the value (to the right of Align:) will be overlaid by a box containing diagonal lines.

Select the paragraph(s) to be changed. If the field is active, the value can be changed by pressing with the left or middle mouse button over the value (to the right of Align:) and selecting the choice (left, right, center, justify) in the resulting popup menu and selecting Apply.

Effect

The text in the selected paragraphs will be aligned according to its value as shown above.

Apply



Concept Causes all paragraphs included in the current selection to take on the active paragraph look properties.

Procedure Select some part of each paragraph to be changed. Click the left mouse button over the Apply button.

Effect The active paragraph look properties will be applied to the selected paragraphs. The looks of any paragraph that is even partially included in the selection will be affected. The affected paragraphs will be redisplayed.

Related topic Deactivate all!/Activate all!, Styles and Style Sheets, Paragraph Styles

(body)

Paragraph Looks Style
Style (body) Name: [Nor
Line Height: [fixed] min
Para Align: [justify] Lead
Tabs Clear! Type: [left]

0 50 100 150

Concept

This field is informational only. It indicates that the paragraph style currently referenced in the Name: field is of body type (paragraphs referencing a body style are destined to flow into body boxes in the page layout style).

Procedure

This field is changed only by changing the value of the Name: field (see Name:).

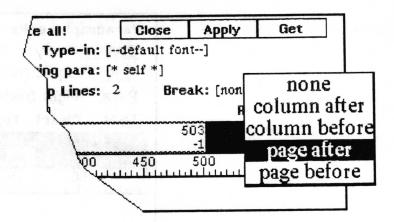
Effect

None

Related topic

Styles and Style Sheets, Page Layout Style; Paragraph Styles, Name:

Break:



Concept

A new page or column can be forced to occur before or after a paragraph by specifying this as part of the paragraph's looks.

Procedure

Select the paragraph(s) to be changed. Break: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Break:. When this field is inactive the value (to the right of Break:) will be overlaid by a box containing diagonal lines.

The default value for this property is none.

Select the paragraph(s) to be changed. If the field is active, the value can be changed by pressing with the left or middle mouse button over the value (to the right of Break:) to obtain the popup menu and select from none, column after, column before, page after or page before. The choice will appear as the value for Break:. Then select Apply.

Effect

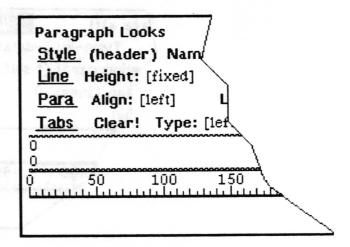
The chosen break type will be specified as part of the paragraph looks. Note that a column break is the equivalent of a page break when there is only one column of text.

If Break: is active when paragraph looks are applied, a value of none will result in no break for the selected paragraph(s) and any existing break will be deleted. A value of column after will cause a column break to occur at the end of each selected paragraph. A value of column before will cause a column break to occur immediately preceding each selected paragraph. page after will cause a page break to occur at the end of each selected paragraph. And a value of page before will cause a page break to occur immediately preceding each selected paragraph.

Related topic

Button pane menu, [break]; Middle mouse button menu, make>break>

Clear!



Concept Removes all of the tab stop settings from the tab stop field.

Procedure

To clear all tab stops click the left mouse button over Clear!. Either set new tab stops or do not set any and select the paragraph(s) to be changed. Select Apply.

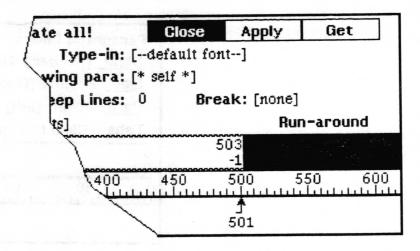
NOTE: To clear any one tab stop, click the left mouse button at the exact location of the tab stop arrow you want to remove. This will cause the tab stop to disappear. You may also delete a tab stop by positioning the cursor over the desired tab stop arrow, and while holding the left mouse button down, move the tab stop arrow off the end of the tab stop field in either direction and then release the mouse button.

Effect

All of the tab stops shown in the tab stop field (below the carriage bar) in the paragraph looks will be removed. If paragraph looks are applied without setting new tab stops, only interval tab stops will be in effect for any tab characters in the selected text.

Related topic Button pane menu, clear tabs; Paragraph Looks Menu, Interval:,
Tab Stop

Close

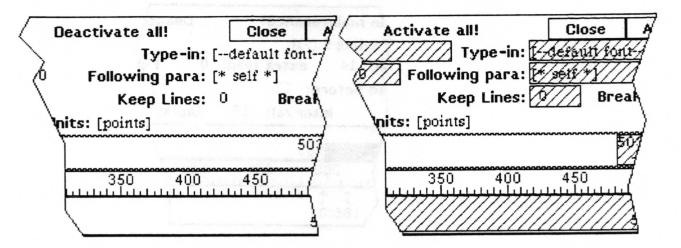


Concept Removes the Paragraph Looks menu from the screen allowing more window space for text display. This menu can be generated again by selecting looks/styles> paragraph from the middle button menu whenever the user needs it.

Procedure With the left mouse button click over the Close button on the Paragraph Looks menu.

Effect The Paragraph Looks menu will be removed from the screen and text will be redisplayed to fill the now larger text area of the document window.

Deactivate All! / Activate All!



Concept

Each changeable property in the looks menu may be either active or inactive. When a paragraph look is applied to a paragraph, only active properties are applied. Properties which are inactive will not be changed in the paragraph. Inactive status is indicated by a box of diagonal lines over the value field to the right of the field label.

The Deactivate all!/Activate all! menu button is a toggle for changing the active status of all the property fields at one time. Single properties can then be activated or deactivated as needed.

Procedure

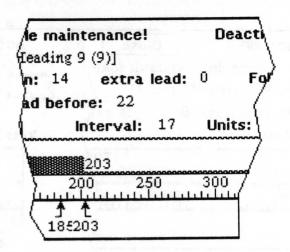
Click the left mouse button over **Deactivate all!** to deactivate all the look properties, or click the left mouse button over **Activate all!** to activate all the look properties.

Each individual look property except indents and tab stops may be activated or deactivated by clicking over its label. Indents may be activated or deactivated by clicking the middle mouse button within 100 points of the first left, rest left and right indents. Tab stops as a whole may also be activated or deactivated by clicking the middle mouse button anywhere in the tab stops field (the area below the carriage scale).

Effect Changeable fields will be redisplayed to reflect their new status.

Related topic Basic paragraph formatting

extra lead:



Concept

Extra lead (or extra line lead) is the amount, in points, each line is increased in height above what it otherwise would be. In typesetting, a piece of metal was inserted between the lines of type to provide varying amounts of white space between lines. Extra lead can be compared to these metal strips. The extra lead: field displays the number of points of additional height for the lines in the selected paragraph. The height of a line is the distance from baseline to baseline, where a baseline is the invisible line upon which the bottom of most characters, including all capital letters, line up with each other.

In the case of fixed line height, the height of a line is the sum of the min: and extra lead: field values. Since the total could be put in the min: field in the first place, extra lead may be considered superfluous when using fixed line height. One use, however, might be to quickly increase the space between lines throughout a document before printing it for proofreading.

In the case of *floating* line height, the height of a line is the maximum of the following three values:

- the min: value plus the extra lead: value, or
- the height of the tallest character plus the extra lead: value,
- the height of the special item plus the extra lead: value.

For example, if a graphic (picture) was inserted into a paragraph with floating line height and 4 points of extra lead, this would insure that 4 points of white space would appear above the picture and the previous line of text.

Procedure

extra lead: is toggled between active and inactive states by clicking the left mouse button while the cursor is over extra lead:. When this field is inactive the value (number to the right of extra lead:) will be overlaid by a box containing diagonal lines.

Select the paragraph(s) to be changed. If the field is active, the value can be changed by replacing the number to the right of extra lead: with the desired extra lead value, specified in point units. Then select Apply.

Effect

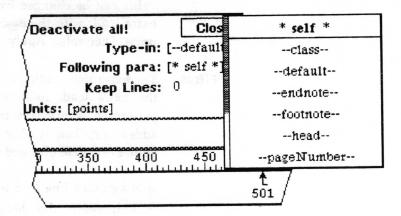
The extra line leading is specified as part of the current looks. If the extra lead: field is active when looks are applied to a paragraph, every line in the paragraph will have this value added to its height after calculation of that height based on the values of the Height: and min: fields.

Adding extra line lead to a paragraph with floating line height will increase the height of each line in the paragraph individually to make room for the tallest character on the line. This is useful for special items or a mixture of large and small character fonts where it would be undesirable for all the lines of the paragraph to have a fixed height large enough to accommodate them all. This paragraph's looks specify a floating line height of 10 points min: and extra lead: 4. The preceding paragraphs use a fixed line lead of 14 with no extra lead.

Related topic F

Height:, min:

Following para:



Concept

Following para: field shows the name of the paragraph style which the next paragraph should use. You must set up the looks of the following paragraph before typing anything into it. It takes effect when you press the carriage return to start the new paragraph. If the current paragraph is already followed by a paragraph, changing the Following para: in the current paragraph looks has no effect on the next paragraph.

Procedure

Following para: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Following para:. When this field is inactive the value (style name to the right of Following para:) will be overlaid by a box containing diagonal lines.

Press the left or middle mouse button over the value (to the right of Following para:) and select the desired style from the scrolling popup menu. Leading the list of styles in the popup menu is the choice of * self *, if * self * is selected, the current looks (including local overwrites) will apply to any new following paragraph. Select the paragraph(s) to be changed and select Apply.

Effect

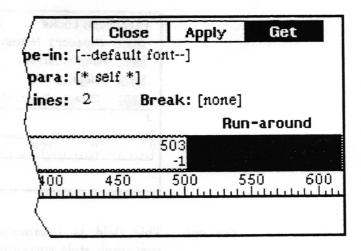
After selection of a paragraph style in the Following para: field, the value of Following para: field will be changed to the selection.

If Following para: is active when paragraph looks are applied, entering the carriage return will result in a new paragraph having its properties defined by the Following para: style.

Related topic

Styles and Style Sheets, Paragraph Styles

Get



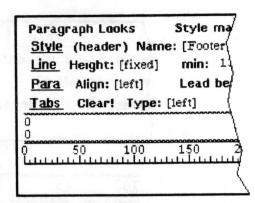
Concept Get is used to display the existing looks of a paragraph so they may be changed or applied to other paragraphs.

Procedure Position the caret anywhere in the paragraph and select Get.

Effect The looks of the selected paragraph will be displayed in the Paragraph Looks menu. If more than one paragraph is selected, all look properties will be deactivated (indicated by a box of diagonal lines displayed over the value).

Related topic Basic paragraph formatting, looks/styles > paragraph

(header)



Concept

This field is informational only. This indicates that the paragraph style currently referenced in the Name: field is of header type. Paragraphs referencing a header style are destined to flow into a header box in the page layout style.

Procedure

This field is changed only by changing the value of the Name: field (see Name:).

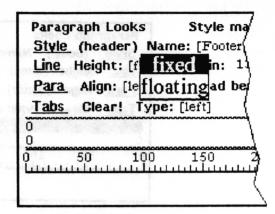
Effect

None.

Related topic

Styles and Style Sheets, Page Layout Styles, Paragraph Styles, Name:

Height:



Concept

The Height: field is used to specify how the Document System determines the height of each line in a paragraph. The height of a line is the distance, in points, from baseline to baseline, where a baseline is the invisible line upon which the bottom of most characters line up with each other.

Fixed line height utilizes only the specified amounts of minimum lead (min:) and extra lead (extra lead:). For example, every line in this paragraph has the Same height — the sum of the minimum and extra lead. This paragraph's looks specify a fixed height of 18 points as min: and extra lead: 0.

Floating line height will increase the height of each line in the paragraph individually to make room for the tallest character on the line. This is useful for special items or a mixture of large and small character fonts where it would be undesirable for all the lines of the paragraph to have a the same line height. This paragraph's line looks specify a floating line height of 10 points min: and extra lead: 0.

Procedure

Height: is toggled between active and inactive states by clicking the left mouse button while the cursor is over **Height:**. When this field is inactive the value (to the right of **Height:**) will be overlaid by a box containing diagonal lines.

Select the paragraph(s) to be changed. If the field is active, the value can be changed by pressing with the left or middle mouse button over the value (to the right of Height:) to obtain the popup menu and select the choice fixed or floating. The choice will appear as the value for Height:. Then select Apply.

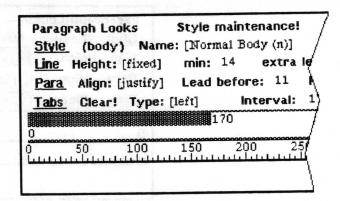
Effect

The height of the lines in the selected paragraphs will be determined according to the method specified.

Related topic

extra lead:, min:

Indent-First Line



Concept

Allows the user to display and/or set the paragraph's first line indentation from the left-hand margin, or where the first line of a paragraph should start relative to the left margin. The indentation can specified in inches, centimeters, picas or points.

Procedure

The indent-first line bar is a gray horizontal bar located on the left side of the upper half of the margin bar (the rectangle located above the carriage scale). Its value is displayed just to the right of it. If there is no indent, its value will be 0, and you will not actually be able to see the indent bar. If this property is inactive, the value will be overlaid by a box containing diagonal lines.

To activate and deactivate the property, click over the value (when activated) or over the diagonally lined box covering its value (when deactivated) with the middle mouse button.

Select the paragraph(s) to be changed. If indent-first line is active, its value can be changed by moving the cursor to a position just to the left of the bar's value display, pressing the left mouse button to pick up the bar, and moving the cursor to pull it to the desired position. When the mouse button is released the indent-first line will have the value shown to the right of the bar in the units shown in the Units: field. Then select Apply.

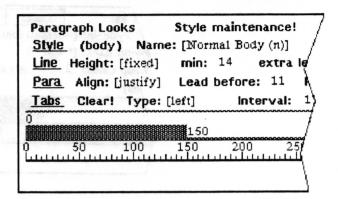
Effect

The first line of each paragraph in the selection will be indented from the left-hand margin according to the number of units specified.

Related topic

Indent - Rest, Indent—Right, Units:; Page Layout Styles; Advanced editing features, Margins

Indent-Rest



Concept

Allows the user to display and/or set the indentation of all lines following the first line of a paragraph from the left-hand margin, or where all the lines of a paragraph below the first line should start relative to the left margin. The indentation can specified in inches, centimeters, picas or points.

Procedure

The Indent - Rest bar is a gray bar located on the left side of the lower half of the margin bar (the rectangle located above the carriage scale). Its value is displayed just to the right of it. If there is no indent, its value will be 0, and you will not actually be able to see the indent bar. If this property is inactive, the value will be overlaid by a box containing diagonal lines.

To activate and deactivate the property, click over the value (when activated) or over the diagonally lined box covering its value (when deactivated) with the middle mouse button.

Select the paragraph(s) to be changed. If Indent - Rest is active, its value can be changed by moving the cursor to a position just to the left of the bar's value display, pressing the left mouse button to pick up the bar, and moving the cursor to pull it to the desired position. When the mouse button is released the Indent - Rest will have the value shown to the right of the bar in the units shown in the Units: field. Then select Apply.

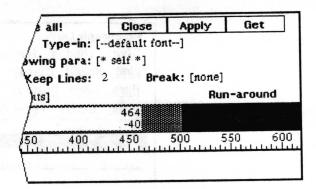
Effect

The indent from the left margin of all but the first line will be specified as part of the current looks. All the lines after the first line of each paragraph in the selection will be indented according to the number of units specified.

Related topic

Indent - First Line, Indent - Right, Units:; Page Layout Styles, Advanced editing features, Margins

Indent - Right



Concept

Allows the user to display and/or set the indentation of all lines of a paragraph from the right-hand margin, or where all the lines of a paragraph should start relative to the right margin. The indentation can specified in inches, centimeters, picas or points.

Procedure

The indent-right bar is a gray bar located on the right side of the margin bar (the rectangle located above the carriage scale). Its values are displayed just to the left of it. The upper value is the distance from the left margin and the bottom value (usually negative) is the distance from the right margin. If there is no indent, the bottom value will be 0, and you will not actually be able to see the indent bar. The black area of the bar indicates the limit imposed on the right side by the right margin. The distance from the right margin is the one remembered in the paragraph when you change the margins. If this property is inactive, the value will be overlaid by a box containing diagonal lines.

To activate and deactivate the property, click over the value (when activated) or over the diagonally lined box covering its value (when deactivated) with the middle mouse button.

Select the paragraph(s) to be changed. If indent-right is active, its value can be changed by moving the cursor to a position just to the right of the bar's value display, pressing the left mouse button to pick up the bar, and moving the cursor to pull it to the desired position. When the mouse button is released the indent-right will have the value shown to the left of the bar in the units shown in the Units: field. Then select Apply.

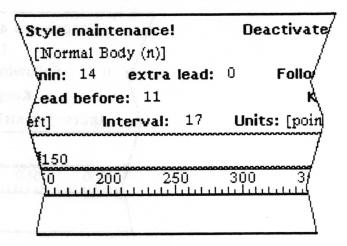
Effect

All the lines of each paragraph in the selection will be indented from the right margin according to the number of units specified.

Related topic

Indent-First Line, Indent-Rest, Units:; Page Layout Styles; Advanced editing features, Margins

Interval:



Concept

Allows the user to display and/or define default space for tab stops for a paragraph. Interval tab stops come into effect following the left indent or the last explicitly defined (as set in the carriage scale) tab stop. The Interval: value is the distance in the currently set Units: of the next tab stop, calculated from the left margin of a body area.

Procedure

Interval: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Interval:. When this field is inactive the value (number to the right of Interval:) will be overlaid by a box containing diagonal lines.

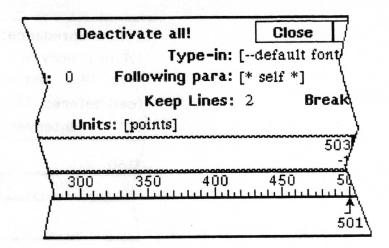
Select the paragraph(s) to be changed. If the field is active, the value can be changed by replacing the number to the right of Interval: with the desired distance in inches, centimeters, picas or points, as specified in the Units: field and selecting Apply.

Effect

The tabs in the selected paragraphs which do not match up with a tab stop will be positioned the Interval: value away from the left margin of the body area. In the example above, the unit of measurement is 17 points. Each tab character in the document for which no tab stop is defined will then assume an interval tab stop 17 points from the previous one.

Related topic Paragraph Looks Menu, Tab Stop

Keep Lines:



Concept

Allows the user to display and/or set the minimum number of lines of a paragraph which must fit on the current page and how many must be left for placement on the following page before the paragraph will be split between pages. It is used for controlling widow and orphan lines.

Procedure

Keep Lines: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Keep Lines: When this field is inactive the value (number to the right of Keep Lines:) will be overlaid by a box containing diagonal lines.

Select the paragraph(s) to be changed. If the field is active, the value can be changed by typing in the desired number to the right of **Keep Lines**: and selecting **Apply**. A useful non-zero value is two, which prevents the appearance of single orphan and widow lines.

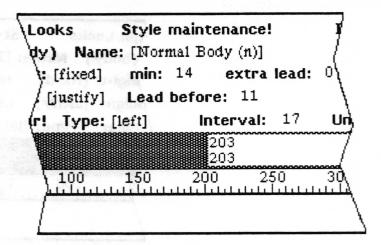
Effect

The paragraph will be split at the end of a page only if the specified minimum number of lines of the paragraph can be kept on each of the two pages. If additional lines are needed, after filling the first page, to meet the keep requirement on the second page lines will be taken from the bottom of the first page and added to the top of the second page. If that leaves too few lines on the first page, the entire paragraph will be moved to the second page.

Related topic

Basic paragraph formatting, Controlling widows and orphans

Lead before:



Concept

Allows the user to display and/or set the extra space between paragraphs by specifying the *distance in points* between the top of the first line of the selected paragraph and the baseline of the last line of the previous paragraph. The **Lead before**: does *not* create extra space ahead of the paragraph if it happens to be the first paragraph of a column, so that in a page with multiple columns, the first line of each column will line up evenly.

Note: The <u>Para</u> leading described here should not be confused with the <u>Line</u> leading (extra lead: field), which is used to add addition space between lines within a paragraph.

Procedure

Lead before: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Lead before:. When this field is inactive the value (number to the right of Lead before:) will be overlaid by a box containing diagonal lines.

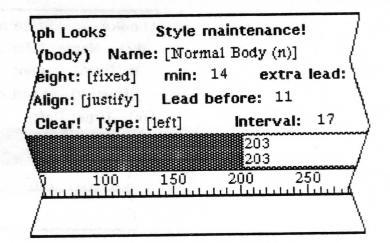
Select the paragraph(s) to be changed. If the field is active, the value can be changed by replacing the number to the right of Lead before: with the desired paragraph leading in points and selecting Apply.

Effect

The paragraph will be at least that far below the previous paragraph unless it is the first paragraph in a column.

Note: the real effect of **Lead before**: can only be viewed in the wysiwyg mode and on hardcopy output.

min:



Concept

Allows the user to display and/or set the minimum height of each line of a paragraph in points. The height of a line is the distance from baseline to baseline. A *baseline* is the invisible line where the bottom of most characters, including all capital letters, line up with each other.

Procedure

The field is toggled between active and inactive states by clicking the left mouse button while the cursor is over min:. When this field is inactive the value (to the right of min:) will be overlaid by a box containing diagonal lines.

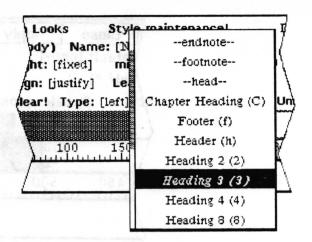
Select the paragraph(s) to be changed. If the field is active, the value can be changed by replacing the number to the right of min: with the desired minimum line height in points and selecting Apply.

Effect

Every line in the paragraph will be at least the minimum value below the previous line.

Related topic Height:, extra lead:

Name:



Concept

The Name: field shows the name of the paragraph style of the currently displayed paragraph. It may be used to select the name of a style to be applied.

Procedure

Name: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Name:. When this field is inactive the value (to the right of Name:) will be overlaid by a box containing diagonal lines.

To display the name of a paragraph style, select the paragraph and press **Get**. If the field is active, all of the properties of the Paragraph Look menu can be replaced with the values of an existing paragraph style.

To change styles, press the left or middle mouse button over the value (to the right of Name:) and select the desired style from the resulting scrolling popup menu. If the field is active, all of the properties of the Paragraph Look menu can be replaced with the values of an existing paragraph style. Then select Apply.

If no styles have been defined for the document the choices will be the system default styles (those names embedded in '--). The names of local styles will appear in the menu in *italic* type, the other named styles are defined in the document's style sheet.

Effect

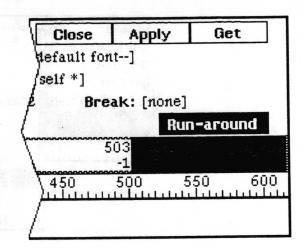
Following selection of a paragraph style in the Name: field, the properties of the style will become the current values in the Paragraph Looks menu.

If the field is active when paragraph looks are applied, the looks of the selected paragraphs will reference that style and the paragraph(s) will be reformatted on the screen.

Related topic

Styles and Style Sheets, Paragraph Styles

Run - around



Concept

The Run - around switch allows the user to set up a paragraph which text will flow or "run around".

Procedure

The Run-around switch has three possible states on, off and inactive. The switch is off if the label appears black on white, on if the label is white on a black background, and inactive if it is overlaid by a box containing diagonal lines.

Changing the state of the switch is accomplished by moving the cursor over the switch and clicking with either the left or middle mouse button. The state will rotate from on, to off, to inactive, and back to on. Select the paragraph(s) to be changed, toggle the switch and select Apply.

Effect

The state of run around is specified as part of the paragraph looks. The effect cannot be seen in galley display mode, but only in wysiwyg display mode or in hardcopy.

If **Run - around** is *on* when the paragraph looks are applied, all of the paragraphs in the current selection can have text flow around them, provided that each paragraph selected as a run around paragraph contains only a single character. That single character may be a picture, however.

If Run - around is off when the paragraph looks are applied, all the paragraphs in the current selection cannot have text run around them. If Run - around is *inactive* when the paragraph looks are applied, each paragraph in the selection maintains its own Run - around state.

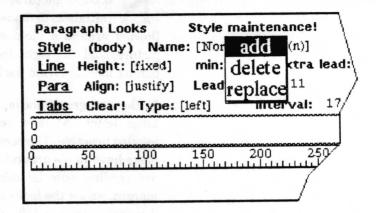
ote: the Run - around property allows the text to flow around pictures and create paragraphs with sunken initials as demonstrated here. Left indents on paragraphs flowing around a picture measure from the right edge of the picture, and the right indent on paragraphs flowing around a picture measure from the left edge of the picture.

In the paragraph above, there are actually 3 paragraphs. The large letter 'N' is a separate paragraph with Run-around toggled to active. The second paragraph begins with 'ote:' and it's looks have Run-around set to off. Although the paragraph you are reading now is indented 203 points from the left—hand margin, we set the looks of the paragraph beginning with 'ote:' to 0 points from the left margin, or 0 points indented from the right—hand side of the letter 'N'. The line beginning with the word "flowing" begins a third paragraph, where we re-established the 203 point indentation from the margin since the text did not have to continue flowing around the 'N'.

Related topic

Button pane menu, run - around

Style maintenance! - add

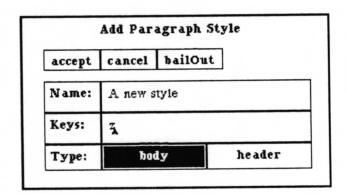


Concept Allows th

Allows the user to add new local paragraph styles.

Procedure

Activate all of the fields in the Paragraph Looks menu and enter the values you want in the local style. Click the left mouse button over Style maintenance! and select add from the resulting popup menu. The Add Paragraph Style QBox will appear.



To specify a new style, enter the name in the Name: field. The character that appears in the Keys: field is assigned by the system and will be any single character that is not already used by an existing paragraph or character style. Designate the style to be either a body or a header type. The default choice is body. Body type styles can be used on any paragraph that is in the main body of your document. Header type styles are used to identify paragraphs whose content is intended to appear in header or page number locations. When you are satisfied with your choices, select accept.

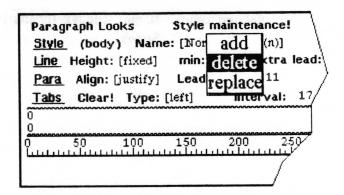
Effect

The newly created style will be added to the document's list of local styles. The menus for Name: and looks/styles> paragraph> will also be updated, with the name of the style and its key appearing in italics. If there was a global style (style from an attached style sheet) of the same name and key, the local

style will override it and will take effect on any paragraphs referencing the style.

Related topic Name:, (body), (header); Styles and Style Sheets, Paragraph Styles

Style maintenance! - delete

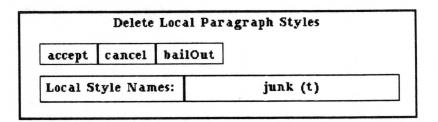


Concept

Allows the user to remove one or more local paragraph styles from the set of local paragraph styles in the document.

Procedure

Click the left mouse button over Style maintenance! and select delete from the resulting popup menu. If any local paragraph styles exist, a Delete Local Paragraph Styles QBox with a list of the local paragraph styles will appear. Select the name(s) of the style(s) to be deleted and then select accept.



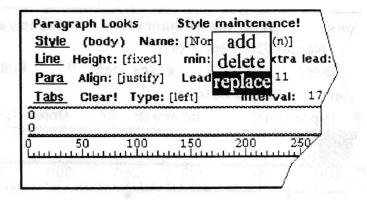
If there are no local paragraph styles in this document, a Notifier will advise you.

Effect

The selected style(s) will be deleted from this document. The italicized name(s) will no longer appear in the popup menus for Name: and looks/styles> paragraph>. If there is a global style (style from an attached style sheet) of the same name and key as the deleted style) it will take effect on any paragraphs referencing the style. If there is no such global style, any paragraphs which referenced the deleted style will reference the built—in default style (of the same type, header or body) instead. The document will redisplay to reflect any changes.

Related topic Styles and Style Sheets, Paragraph Styles

Style maintenance! - replace



Concept

The user can modify existing local paragraph styles.

Procedure

Select a <u>Style</u> Name: to be modified. Activate all of the fields in the Paragraph Looks menu and enter the new values you want in the modified local style. Click the left mouse button over <u>Style</u> maintenance! and select replace from the resulting popup menu. The <u>Replace Paragraph Style QBox</u> will appear. Select the name of the style to be replaced by the displayed looks and then select accept.

			Replace Paragraph Style	
accept c	ancel	bailOut		
Paragraph Style Names:		e Names:	Page Number (P)	Footer (f)
			Chapter Heading (C)	Normal Body (n)
		11 11 5 5 5 5	class	pageNumber
			footnote	endnote

If some fields are deactivated when replace is attempted, a Notifier with that information will appear and requires your attention.

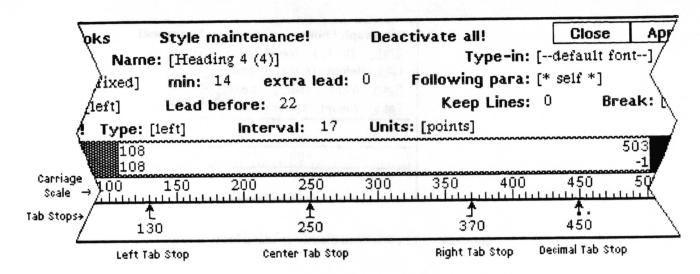
Effect

The properties specified in the Paragraph Looks menu will replace that of the selected style. The document will redisplay to reflect any changes.

Related topic

Styles and Style Sheets, Paragraph Styles, Paragraph Looks Menu, Name:, body, header

Tab Stop



Concept

The tab stop field (the area below the carriage scale) is used to display and/or set tab stops at specific (non-interval) positions. Tab stops determine where and how tab characters in the text will be interpretted. Tab stops of four types of alignment (left, center, right, and decimal) may be set.

Procedure

The field is inactive if it is overlaid by a box containing diagonal lines. It can be switched to the active state by clicking the left mouse button over this box. To switch it to the inactive state, click with the middle mouse button.

If the field is active, then tab stops can be added, moved, or deleted.

To add a tab stop, check that the value in the Type: field represents the type of tab you want to set. Then, move the cursor into the tab stop field and press the left mouse button. The tab setting will be indicated by an upward pointing arrow and a numerical display of the value in the units specified in the Units: field. The tab type will be indicated by the arrow's tail. As you hold down the mouse button and move the cursor the tab stop will follow. When the tab stop is where you want it, release the mouse button.

To move a tab stop, simply move the cursor over the arrow, press the left mouse button to pick it up, move it to the new location and release the mouse button. It will keep its original tab type regardless of the value of Type:. To delete a tab stop, move the cursor over it and click the left mouse button. An alternative method of deleting a tab stop is to move it off either end of the **tab stop** field.

To change the type of a tab stop, delete the old tab stop and set a new one of the desired Type:.

Note that galley mode will often give a false impression about how tabbed text will look when it is printed. It is best to turn on display> formatting when setting the tab stops, and then to use display> wysiwyg to see what the printed document will look like.

After setting the desired tab stops, select Apply.

Effect

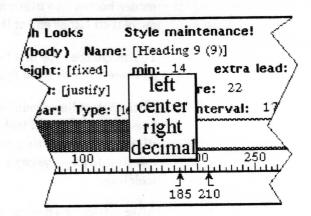
Any tab characters in the text of the paragraph will try to align themselves as indicated by the tab stops.

The text below illustrates the effects of left, center, right and decimal alignment for the four tab stops set in the tab stop bar shown at the beginning of this Paragraph Looks Menu item.

Left (tab stop at 130)	Center (tab stop at 250)	Right (tab stop at 370)	Decimal <.> (tab stop at 450.)	
blue	Helena	an	463.974	
green	Mercutio	ant	10	
chartreuse	Puck	ants	.6599	
I am left aligned.	I am centered. I	am right aligned.	I am decimal (.) aligned.	

Related topic Paragraph Looks Menu, Clear!, Interval:, Type:, Units:; Tabs

Type:



Concept

The **Type**: field is used to define what kind of alignment of tab stop to create in the **Tab Stop** field. The alignment type of a tab stop defines how the text following a tab character should be positioned with the associated tab stop. There are four types of tab stops:

At a left tab stop (†), the first character of the text following the tab character will be positioned at the tab stop setting.

At a center tab stop (1), the horizontal center of the text between the tab and the next tab (or the end of the line) will be aligned with the tab stop.

At a right tab stop $^{\uparrow}$ ($^{\uparrow}$), the last character of the text between the tab character and the next tab (or the end of the line) will be positioned at the tab stop setting.

At a decimal tab stop (), the first decimal (period) in the text between the tab character and the next tab character (or the end of the line) will be aligned at the tab stop setting. If there is no decimal in the text, it will be positioned as if there were an invisible decimal at the end of the text.

Left	Center	Right	Decimal (.)
Aligned	Aligned	Aligned	(.) Aligned
Tabs	Tabs	Tabs	Tabs(.)

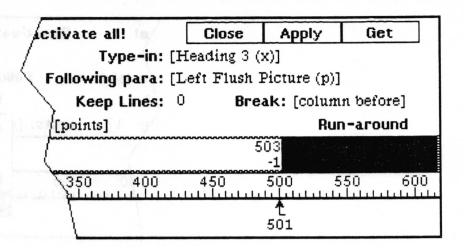
Procedure

To change the value of this field, press the left or middle mouse button over the value (to the right of Type:) and select the desired tab type (left, center, right, decimal) from the resulting popup menu.

Effect Any new tab stops created will be of this type.

Related topic Paragraph Looks Menu, Tab Stop; Tabs

Type - in:



Concept

Displays for the user the name of the Character Style which occurs during type—in when creating a paragraph with this Paragraph Looks. It is used to set up the looks of the following paragraph before typing anything into it. Therefore it takes effect only when you press the carriage return from the keyboard to start a new paragraph. If however the selected paragraph already has a following paragraph, changing the Type—in: of the current paragraph looks has no effect on the following paragraph.

Procedure

Type - in: is toggled between active and inactive states by clicking the left mouse button while the cursor is over Type - in:. When this field is inactive the value (to the right of Type - in:) will be overlaid by a box containing diagonal lines.

If the field is active, the properties of the following paragraph will be defined by the values of an existing paragraph style by pressing the left or middle mouse button over the value (to the right of Type-in:) and selecting the desired style from the resulting scrolling popup menu. Leading the styles is the choice of '* self *', if selected the current looks (including local overwrites) will apply to the following paragraph. The names of local styles will appear in the menu in italic type, the other named styles are defined in the document's style sheet.

Effect

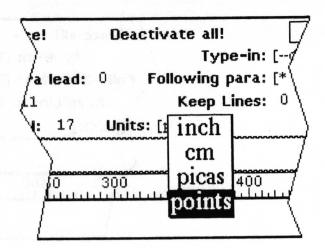
Following selection of a paragraph style in the **Type - in**: field, the value of **Type - in**: field will be changed to the selection.

If **Type - in:** is active when paragraph looks are applied, entering the carriage return will result in a new paragraph having its properties defined by the **Type - in:** style.

Related topic

Styles and Style Sheets, Character Styles

Units:



Concept

Look properties containing values which are horizontal measurements may be expressed in terms of different numerical units. The value of the Units: field indicates which unit is being used for the display of the carriage scale and the values of tab stops, interval tabs, indent—first line, indent—rest, and indent—right. The available units types are inch, cm (centimeter), picas (there are approximately six picas per inch), and the default points (there are approximately 72 points per inch, exactly 12 per pica).

Procedure

To change the unit type, press the left or middle mouse button over the current value (to the right of Units:) and select the desired unit type (inch, cm, picas, points) from the resulting popup menu.

Effect

The carriage scale and the values of tab stops, interval tabs, first line, rest, and indent - rights will be redisplayed in the selected unit.

Related topic

Paragraph Looks Menu, Indent - First Line, Indent - Rest, Indent - Right, Interval:, Tab Stops

Character Looks Menu

Character Looks		Style maintenance!		Deactivate all!		Close	Apply	T	Get
Name: [defau	ilt font]			Face: [serif]	Size	: [10]	Offset:	0	
Type: Bold	Italic	Underline Strikethru		Case: [Normai]					

This menu will appear whenever the user selects looks/styles> character on the Document system middle button menu and will remain at the top of the document window, or above the button pane (if open), or under the paragraph menu (if open) until the user closes it by clicking over the close button at the top right corner of the menu. This menu gives the user access to all of the Document System's character level formatting parameters.

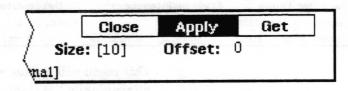
This menu is organized in such a manner that the user can quickly identify the nature of each button and act accordingly. Displayed in **bold** font are *field labels*. If a label ends with a colon, its value is displayed to the right of the label. Some fields can be toggled on and off like a switch (Deactivate all!/Activate all!) and others are commands (Style maintenance!, Close, Apply, Get) which cause some action to happen when selected. Most fields can be toggled between active and inactive states by clicking the left mouse button while the cursor is over its field label. The only exceptions are command fields and the Name: field.

Two types of *field values* are used in the Document System: fill—in and pick—one. The pick—one fields are identified by brackets which enclose the values. Holding the left or middle button will bring up a menu of possible values for the field. The fill—in field values are selectable characters which accept type—in from the user.

The Character Looks menu functions are listed below in alphabetical order and explained in detail. This section is intended to be reference material on how each menu choice works.

Activate all! (see Deactivate all!)

Apply



Concept Causes the text in the current selection to take on the active character look properties.

Procedure Select the text to be modified. Click the left mouse button over the Apply button.

Effect The active character look properties (those whose values are not overlaid by boxes containing diagonal lines) will be applied to the selected text. The selected text will be redisplayed.

Related topic Styles and Style Sheets, Character Styles

Bold

Character Looks

Name: [--default font--]

Type: Bold Italic

Concept

The bold button allows the user to change the selected text's characters to a thicker, or bold, font type (like this).

Procedure

The Bold switch has three possible states on, off, and inactive. The switch is off if the label appears black on white, on if the label is white on a black background, and inactive if it is overlaid by a box containing diagonal lines.

Select the characters to be changed. Set the switch by moving the cursor over it and clicking with either the left or middle mouse button. The state will rotate from on, to off, to inactive, and back to on. Select Apply.

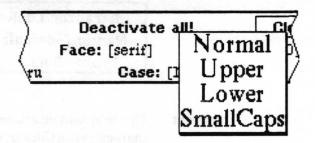
Effect

When character looks are applied, all of the characters in the current selection will become bold if the switch is on. The bold property will be removed if the switch is off. They will remain as they were if Bold is *inactive*.

Related topic

Button Pane Menu, bold; Middle mouse button menu, Font>

Case:



Concept

The case of the current text selection may be changed through use of this menu field. As shown in the illustration, there are four possible choices. **Normal** is informational only and will always be the **Case**: value after a **Get**.

Procedure

This field is toggled between active and inactive states by clicking the left mouse button while the cursor is over Case:. When this field is inactive, the value (to the right of Case:) will be overlaid by a box containing diagonal lines.

Select the characters to be changed. The value can be changed by pressing with the left or middle mouse button over the value (to the right of Case:) and selecting the choice (Normal, Upper, Lower, SmallCaps) from the resulting popup menu. The choice will appear as the value for Case: Select Apply.

Effect

The value of Case: is specified as part of the character looks.

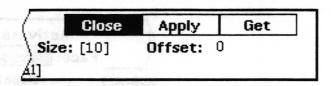
If Case: is active and a value other than Normal when character looks are applied, the selected text will be modified according to its value. If the value is Upper, all lower case letters will be changed to upper case (capital) letters. If the value is Lower, all capital letters will be changed to lower case. If the value is Small Caps, all the capital letters will be reduced in size to the next largest available font size in the same face.

When Small Caps is chosen and applied to the selected text, the Size: value after a Get will display a size smaller. If the font size is already the smallest in the respective face, a Confirmer will appear asking whether to use the default font instead of the unavailable face and size. Answering no will result in no change being made.

Related topic

Button Pane Menu, bigger, lowercase, smaller, uppercase

Close



Concept

Removes the Character Looks menu from the screen, allowing more window space for text display. The Character Looks menu can be generated again by selecting looks/styles > character from the middle button menu whenever the user needs it.

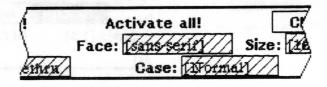
Procedure

Click over the **Close** button on the Character Looks menu with the left mouse button.

Effect

The Character Looks menu will be removed from the screen and text will be redisplayed to fill the now larger text area of the document window.

Deactivate all! / Activate all!



Deactivate all!
Face: [sans-serif] Size
Tru Case: [Normal]

Concept

Each property in the looks menu may be either active or inactive. Inactive status is indicated by a box of diagonal lines over the value. When character looks are applied to a text selection, only active values are changed. Properties which are inactive will not be changed in the selected text. This will allow, for example, for a text selection containing some bold and some italic characters to also be underlined without affecting the bold or italic properties.

Procedure

The Deactivate all!/Activate all! menu button is a toggle for changing the active status of all the property fields at one time. Click the left mouse button over Deactivate all! to deactivate all the look properties, or click the left mouse button over Activate all! to activate all the look properties.

NOTE: Each individual look property may be activated or deactivated by clicking over its label.

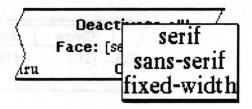
Effect

The menu fields will be redisplayed to reflect their active or inactive status.

Related topic

Basic character formatting

Face:



Concept

The Face: field is used to display and/or set the font family of characters in the text. There are three choices: serif proportional width, sans - serif proportional width, and fixed-width.

Procedure

This field is toggled between active and inactive states by clicking the left mouse button while the cursor is over Face:. When this field is inactive, the value (to the right of Face:) will be overlaid by a box containing diagonal lines.

Select the characters to be modified. The value can be changed by pressing with the left or middle mouse button over the value (to the right of Face:) and selecting the choice (serif, sans – serif, fixed – width) from the resulting popup menu. The choice will appear as the value for Face:. Then select Apply.

Effect

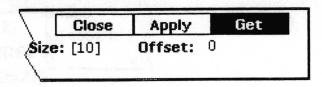
The Document System will attempt to render the characters in the selection in accordance with its value. If the value in the Size: field is not available for the new value of Face:, the value in the Size: field will automatically be changed to a size that is the closest available to the specified Size: value.

However, if **Size**: is inactive (and thus not to be changed) and there is no font available of the given face for one or more font sizes in the selection, a Confirmer will appear asking whether to use the default font instead of the unavailable face and size. Answering *no* will result in no change being made.

Related topic

Size:, Middle mouse button menu, font>

Get



Concept

Get is used to display the existing look properties of the characters in a piece of text so that they may be changed slightly, or used on other text with Apply.

Procedure

Select the character or characters that you want to retrieve the looks from and click with the left mouse button over **Get**.

Effect

The character look properties of the selected text will be displayed in the Character Looks menu. If the selected text includes characters whose looks differ, all of the properties in the menu will be deactivated (indicated by a box of diagonal lines displayed over the value). Because text does not currently keep track of the *name* of any character style which may have been applied to it, the **Name**: field will always be filled with the default name '-default font-'after a **Get**.

Related topic

Apply, Basic character formatting; Middle mouse button menu, looks/styles> character

Italic

Character Looks

Style

Name: [--default font--]

Type: Bold

Italic Und

Concept

Allows the user to to change the selected text's characters to a

thinner, slanted, or italic, font type.

Procedure

The Italic switch has three possible states on, off, and inactive. The switch is off if the label appears black on white, on if the label is white on a black background, and inactive if it is overlaid by a box containing diagonal lines.

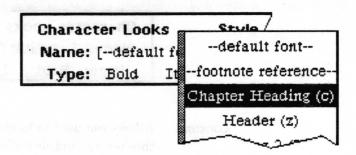
Select the characters to be changed. Set the switch by moving the cursor over the switch and clicking with either the left or middle mouse button. The state will rotate from on, to off, to inactive, and back to on.

If character looks are applied, all the characters in the current selection will become italic if the switch is on. The property will be removed if the switch is off. The selection will remain as it was if the switch is inactive.

Related topic

Button Pane Menu, italic; font>

Name:



Concept

The Name: field shows the name of the *Character Style* of the current selection. It may be used to select the name of a style whose properties will be displayed in the Character Looks menu.

Procedure

Press with the left or middle mouse button over the value (to the right of Name:) and select the desired style from the resulting scrolling popup menu. If no styles are defined either locally to the document or in an attached style sheet, the only choices will be the default styles '-default font-' and '-footnote reference-'. The names of local styles appear in the menu in italic type, and the global style names appear in plain font type. (The list shown above includes some of the character styles used in this document.)

If characters are to be modified, select them and select the character style whose looks are to be displayed in the Menu. If some values are to be changed, make those modifications. Then select Apply.

Effect

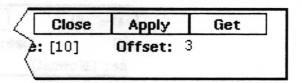
Following selection of a character style in the Name: field, the values of the style will become the current look property values in the Character Looks Menu.

When character looks are applied, the active look properties will affect the text selection. However, no reference is kept to the style name applied, so a subsequent **Get** on the same text will result in the **Name**: field taking the default value '-default font-'. In other words, the characters remember their Looks, but do not remember their Style name. The Character Style, however, remembers the Character Looks properties to apply to any selected text.

Related topic

Styles and Style Sheets, Character Styles

Offset:



Concept

The Offset: field is used to display and/or set the distance in points that characters are offset from the baseline. The baseline can be thought of as where the bottom of most characters, including all capital letters, line up with each other. Using a non-zero offset value causes a character to appear as superscript or subscript.

Procedure

This field is toggled between active and inactive states by clicking the left mouse button while the cursor is over Offset:. When this field is inactive, the value (to the right of Offset:) will be overlaid by a box containing diagonal lines.

Select the character(s) to be modified. The value can be changed by replacing the number to the right of **Offset**: with the amount of desired offset in points. A negative number is used for subscript, and a positive number of superscript. Select **Apply**.

Effect

The new offset value becomes part of the currently displayed character looks.

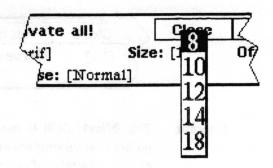
If the field is active when these looks are applied to a text selection, all the characters in the text selection will be offset the specified number of points from the baseline. A positive offset value will move the text above the line (superscript). A negative offset value will move the text below the line (subscript). A zero value will insure the text is in its normal position.

NOTE: Offset values have no effect on the height of a line, regardless of whether it is floating or fixed. This means that if adjustment is not made in the Paragraph Looks for the <u>Line</u>, text offset more than a very small amount will overlap other lines.

Related topic

Paragraph Looks Menu, Height:, min:, extra lead:

Size:



Concept

The Size: field is used to display and/or set the height of the character font in points.

Procedure

This field is toggled between active and inactive states by clicking the left mouse button while the cursor is over Size:. When this field is inactive, the value (to the right of Size:) will be overlaid by a box containing diagonal lines.

Select the characters to be changed. The value can be changed by pressing with the left or middle mouse button over the value (to the right of Size:) and selecting from the resulting popup menu. The choice will then appear as the value for Size:. The list of point sizes in the popup menu is the set of available point sizes for the current value of Face:. After choosing a size, select Apply.

Effect

The font size is specified as part of the character looks.

If the Size: field is active when character looks are applied, the Document System will attempt to render the characters in the selection in accordance with its value. However, if Face: is inactive (and thus not to be changed) and there is no font available of the given point size for one or more faces in the selection, a confirmer will appear asking whether to use the default font instead of the unavailable face and size. Answering no will result in no change being made.

The tallest characters in a font of a particular size, when printed, will measure in height some amount less than the number of points in their size. Generally, the larger the font size, the larger the difference will be. The width of the characters is not specified by font Size:

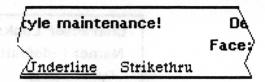
This is 8 point serif. This is 8 point sans - serif.

Serif 12. Sans - serif 12. Fixed-width 12. 18 point serif. Sans - serif 18.

Related topic

Face:, Middle mouse button menu, font>

Strikethru



Concept

The Strikethru switch allows the user to add or remove a horizontal line through in the selected text (like this).

Procedure

The Strikethru switch has three possible states on, off, and inactive. The switch is off if the label appears black on white, on if the label is white on a black background, and inactive if it is overlaid by a box containing diagonal lines. Change the switch by moving the cursor over the switch and clicking with either the left or middle mouse button. The state will rotate from on, to off, to inactive, and back to on.

Select the characters to be changed, set the switch and select Apply.

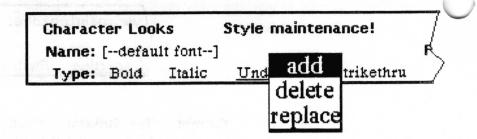
Effect

All the characters in the current selection will be redisplayed with the horizontal line drawn through them if the switch is on. The line will be removed if **Strikethru** is off. And the characters will remain as they were if the switch is *inactive*.

Related topic

Middle mouse button menu, font>

Style maintenance! - add



Concept

The user can add new local character styles.

Procedure

Activate all of the fields in the Character Looks menu and enter the values you want in the local style. Click the left mouse button over **Style maintenance!** and select **add** in the resulting popup menu. The **Add Character Style QBox** will appear.

Add Character Style				
accept	cancel bailOut			
Name:	New			
Key:	v			

To specify a new style, enter the name in the Name: field. The character that appears in the Key: field is assigned by the system and will be any single character that is not already used by an existing paragraph or character style. Select accept.

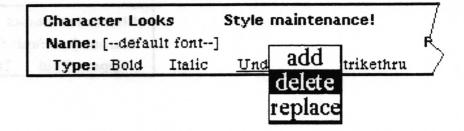
Effect

The newly created character style will be added to the document's list of local styles. The menus for Name: and looks/styles character > will also be updated, with the name of the style and its key appearing in italics. If there was a global style (style from an attached style sheet) of the same name and key, the local style will override it.

Related topic

Styles and Style Sheets, Character Styles, Name:

Style maintenance! - delete

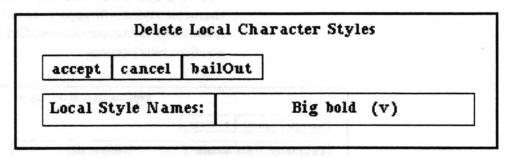


Concept

A local character style may be deleted from the set of local character styles in the document.

Procedure

Click the left mouse button over Style maintenance! and select delete in the resulting popup menu. If any local character styles exist, a Delete Local Character Styles QBox with a list of the local character styles will appear. Select the name(s) of the style(s) to be deleted and then select accept.



If there are no local styles in the document, a Notifier will advise you.

Effect

The selected style(s) will be deleted from the list of those known to the document. The italicized name(s) will no longer appear in the popup menus for Name: and looks/styles > character >. If there is a global style (style from an attached style sheet) of the same name and key as the deleted style) it's Character Looks will be applied to any characters referencing the style name.

Related topic Styles and Style Sheets, Character Styles, Name:

Style maintenance! - replace

Character Looks Style maintenance!
Name: [--default font--]
Type: Bold Italic Und delete replace

Concept

One or more properties of an existing character style may be substituted for by new properties defined in the Character Looks menu.

Procedure

Select a <u>Style Name</u>: to be modified. Activate all of the fields in the Character Looks menu and enter the new values you want in the modified local style. Click the left mouse button over <u>Style maintenance!</u> and select <u>delete</u> from the resulting popup menu. The <u>Replace Character Style QBox</u> with a list of the local character styles will appear. Select the name of the style to be replaced by the properties specified in the Character Looks menu and then select <u>accept</u>.

Replace Character Style					
accept cancel bailOut					
Character Style Names:	Normal (N)	Heading 9 para (X)			
of the Parties and Parties	default font	Heading 9 (B)			
	Heading 3 (x)	footnote reference			
	Header (2)	Heading 8 (E)			
not all the table	Heading 2 (H)	Chapter Heading (c)			
the total administra	PageNumberLine (y)	List Item (L)			
and for eligible can	Heading 4 (M)				

Effect

The selected style will be replaced in the popup menus which display the Names of character styles. If the replaced style was a global style, you will see that the replacement style is a local style (it's name will appear italicized). The document will redisplay to reflect the changes made.

Related topic

Styles and Style Sheets, Character Styles, Name:

Underline

cter Looks Style maintenance!
: [--default font--]

Bold Italic <u>Underline</u> Strikethru

Concept

The **Underline** switch sets or removes a horizontal line under the selected characters (like this).

Procedure

The **Underline** switch has three possible states on, off, and inactive. The switch is off if the label appears black on white, on if the label is white on a black background, and inactive if it is overlaid by a box containing diagonal lines.

Select the characters to be changed. Set the switch by moving the cursor over it and clicking with either the left or middle mouse button. The state will rotate from on, to off, to inactive, and back to on. Select Apply.

Effect

When character looks are applied, all the characters in the current selection will be underlined if the switch is on. The line will be removed if the switch is off. The characters will remain as they were if **Underline** is *inactive*.

Related topic

Middle mouse button menu, font>

Right mouse button menu

The right mouse button in the Document System window brings up the standard window popup menu fully described in the *Analyst Window menus* subsection of the *System Interface* section of this User's Guide.

Glossary

active

When a looks formatting property (either character or paragraph) is active, its value will be applied to the current selection.

alignment

The arrangement of the lines of text between the left and right indents of a paragraph. There are four possible alignment choices: Left, Right, Centered, or Justified. May also refer to tab stop arrangement.

baseline

Imaginary line through text which all letters without descenders appear to rest.

body text

The text of the document, as opposed to the text of headings, page numbers, and footers

caret

A small arrowhead used to mark an insertion point for new text. There is no caret when the selection is non-empty.

carriage return

The key used by the document system to indicate the end of a paragraph.

carriage scale

A measuring scale at the bottom of the Paragraph Menu, which is used to locate indents, margins and tabs.

character face

A detail of the shape of characters. Three varieties of face are available: <u>serif</u> has small attachments at the upper and lower ends of the strokes of characters, <u>sans-serif</u> does not have the attachments, and <u>fixed-width</u> has a fixed width common to all characters.

character style

A named set of character looks.

character type

A detail of the shape of characters. Four varieties of type are available: Bold, *Italic*, Underline, and Strikethru.

classification

A labeling associated with text or graphics, which signifies its required degree of protection against unauthorized disclosure.

column break

A paragraph formatting property which breaks a column either before or after the paragraph. If there is only one column on a page or it is the last column it is the same as a page break.

command buttons

A selection of menu items from the Character Looks and Paragraph Looks menus, plus some utilities, arranged in a button pane above the text window. A button is activated by clicking the left mouse button with the cursor over the button name.

data link

A symbol in text representing a connection to the indicated item located in an

Information Center.

delimiter A pair of delimiters encloses an entire text entity which can be selected with

a double click action at either end. Delimiters are spaces (for words), returns (for paragraphs), parentheses, double quotes, square brackets, angle

brackets.

endnote A note, such as an editorial comment or bibliographic citation, referenced in

the text by an inserted endnote marker, and which may be printed at the end

of the document.

endnote marker A sequentially assigned number shown on the display and hardcopy

surrounded by a box. It is used to reference an endnote. By selecting it, a

menu can be obtained to edit the endnote.

endnote window A window with most of the features of the Document System which is used for

writing and editing endnotes.

field label The name of a field in the Character Looks or Paragraph Looks menus.

Clicking on this part of the menu activates or deactivates the item.

field value The current setting of a Character Look or Paragraph Look item. Selecting

on this part of the menu allows the user to change the parameter setting.

fixed - width A character face in which all characters have the same width.

flow order

The sequence in which text will be printed into the body area boxes, in a page

layout style.

font A complete assortment of characters of one size, one style and one design.

footer A string of characters that appears at the bottom of every page within a

chapter, division, or document.

footnote A note, such as a bibliographic citation, referenced in the text by an inserted

footnote number and printed at the bottom of the page.

footnote reference A sequentially assigned number shown on the display as a superscript

character, which is used to reference a footnote. This reference can be selected to obtain a menu which provides access to a window for editing the

footnote.

footnote window A window with most of the features of the Document System which is used for

writing and editing footnotes.

format Form and layout of document. General shape, size, type area, margins, and

overall appearance of page.

frame The area enclosing a graphic in a document.

galley display mode

The normal editing mode of text display on the screen. It is faster and more

legible, but lacks some formatting details of the wysiwyg display mode.

global style The lowest style in the hierarchy. A style which comes either from a style

sheet or the default. The look of a global style is used when the style has not been redefined locally (for the particular document), and the look has not

been changed and applied with the Paragraph or Character Looks menu.

hardcopy Machine output in permanent form, such as paper - printed reports, listings,

etc.

header A string of characters that appears at the top of every page within a chapter,

division, or document.

highlight To display in reverse video the selected portion of the document on the

display screen, or a menu selection.

inactive When a looks formatting property (either character or paragraph) is inactive,

its value will not be applied to the current selection.

keyword A substantive word or phrase which can be applied to a document, and which

provides access to the document when used as a search term.

landscape Orientation of lines of print or top of illustration parallel to long edge of

paper.

lead A vertical distance or space between lines or paragraphs in a document.

line height The kind of spacing from one baseline to the next baseline. Fixed line height

utilizes only the specified amount of leading, but <u>floating</u> line height increases the leading if necessary to compensate for type fonts that may be

too large to allow use of the fixed height.

line leading Line spacing (baseline to baseline) between lines of type in running text (also

called line space). It is expressed in point values.

local style A set of Character or Paragraph Looks known only to the particular

document.

looks A set of formatting properties is called a look. Paragraph Looks refers to the

paragraph formatting properties. Character Looks refers to the character

formatting properties.

margins White space on each side of the printed text.

offset The number of points above or below the baseline where the bottom of the

character should appear.

orientation The type of page to be printed, either landscape or portrait.

page break The place where the text on a page ends.

page layout style A named set of properties defining the layout of the text, headers, footers,

classifications and page numbers on a page.

paragraph A line or group of lines set off with extra space before and after from other

sets of lines. A document is composed of paragraphs.

paragraph leading Distance from the baseline of the last line in a paragraph to the top of the

first line in the next paragraph.

paragraph mark A formatting symbol which denotes the end of a paragraph.

paragraph style A named set of paragraph looks.

Twelve points, defined as 0.166 inch (not a continuing fraction!).

pixel Smallest addressable point of a bit-mapped screen that can independently

be assigned intensity.

point Defined as 0.01383 inch, about 1/72 of an inch.

point size The distance from the longest descender to the highest ascender of a font. The

maximum height found in a character set.

portrait Orientation of lines of print or top of illustration parallel to short edge of

paper.

profile A set of document characteristics such as paper size for printing, the starting

page number, and the starting endnote and footnote numbers for the

document.

ragged Lines of text that are not in alignment.

refresh To redisplay a screen image display.

reverse video Mode of displaying characters on screen opposite of normal display mode. For

example light characters against dark background, as opposed to dark

characters against light background.

run - around Text flowing around (to one side or the other) an object. A paragraph look,

which when applied to a paragraph with only one character in it, will cause

that paragraph to allow the text of other paragraphs to flow beside it.

sans - serif A character face which does not have serifs. A font set which has sans - serif

characters.

scroll To move image or block of text up, down, or sideways on screen, revealing

new parts of image or text at top, bottom, or opposite side of screen.

scroll bar A narrow rectangular area of the screen that is displayed next to the left side

of the text pane, in which the text cursor may be moved to control scrolling.

selection The area in the document, highlighted in reverse video, where the next

editing function is to be applied.

serif A character face which has a short light line or stroke projecting horizontally

from ends of main vertical strokes of Roman letters. A font set which has serif

characters.

special item One of many types of objects which are not text but which may be pasted into

a document. A special item has a position on the text, moving and flowing with the other characters as if it were just another character. A special item can usually be selected to obtain a middle button menu with options special to it. Examples are pictures, forms, data item references, footnote and

endnote reference markers.

style sheet A document containing a collection of Page Layout styles, Paragraph styles,

and Character styles which are saved for usage in another document.

subscript Small symbol, numeral, or letter that prints below the baseline; for example,

 H_2O .

superscript Small symbol, numeral, or letter that prints above the basseline; for

example, $(cm)^2$.

tab interval A fixed interval of empty character spaces, which is used as the default tab

spacing.

tab stop A specified horizontal location of text alignment in lines of running text.

tab type Specifier of the pattern of text alignment at a tab. There are four tab types:

left, center, right, decimal.

template A model document which is useful as a source for duplication of its styles and

portions of its text.

widow/orphan lines Undesirable splitting of a paragraph results in its last line being the top line

of a page (widow) or its first line being the bottom line of a page (orphan).

wysiwyg The what -you - see - is - what - you - get mode of text display.

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